



# INTERNAL QUALITY ASSURANCE CELL

FURKATING COLLEGE

P.O. FURKATING – 785610

DIST –GOLAGHAT (ASSAM)

ACCREDITED BY NAAC WITH B++ (3<sup>rd</sup> CYCLE)

Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 15.11.2016

## Minutes of IQAC Meetings, 2016 - 17

**Meeting No. 1** (General Meeting convened by the Principal)

**Date: 15.11.2016**

This General Meeting convened by the Principal-cum-Chairperson IQAC is attended by all the teachers, non-teaching staff, library staff as well as various other stakeholders viz. Students' Union Body, Alumni Association, College Management and the local public.

The Principal presides over the meeting. He welcomes all the members and expresses his thanks to them for their support and cooperation during the recent visit of the NAAC Peer Team for the 3<sup>rd</sup> cycle of assessment. He then places the agenda of the meeting before the House.

### Agenda Items

#### Item No. 1:

The Principal informs the members of the recommendations made by the NAAC Peer Team after the 3<sup>rd</sup> cycle of assessment of the college.

#### Item No. 2:

The Principal informs the members that the IQAC of the college is to be reconstituted for its 4<sup>th</sup> cycle of assessment.

#### Item No. 3:

The Principal reiterates that the teachers and the non-teaching staff are to be entrusted upon with various duties and responsibilities for smooth functioning of the IQAC as well as of the institution.

#### **Discussion:**

The recommendations of NAAC Peer Team have been thoroughly discussed and it is opined that as NAAC assessment is a continuous process, various activities under each criterion must continue for the all round development of the institution.

The composition of different committees of IQAC may change depending upon entry and exit of staff. The performance of the Coordinators/Conveners is to be evaluated at the end of every year.

#### **Resolutions:**

1. Resolved that actions to be taken to implement the recommendations of the NAAC Peer Team.
2. Resolved that the new IQAC of the college be formed.
3. Resolved that the teachers and non-teaching staff are to be entrusted with newer duties and responsibilities.

With these resolutions the meeting ends with a speech from the Chair.

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Coordinator  
Internal Quality Assurance Cell  
Furkating College



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Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 25.11.2016

Meeting No. 2

Date: 25.11.2016

Members Present

1. Dr. Apurba Saikia	Principal-cum-Chairperson	<i>Dr. Apurba Saikia</i> 25-11-2016
2. Dr. Debashis Baruah	Coordinator	<i>Dr. Debashis Baruah</i> 25/11/16
3. Mrs. Indira Gogoi	Teacher Representative	<i>Mrs. Indira Gogoi</i>
4. Dr. Ajanta Rajkhowa	Teacher Representative	<i>Dr. Ajanta Rajkhowa</i> 25/11/2016
5. Dr. Lachit Baruah	Teacher Representative	
6. Mr. Bhupen Kr. Neog	Teacher Representative	<i>Mr. Bhupen Kr. Neog</i>
7. Mr. Jatin Mech	Teacher Representative	<i>Mr. Jatin Mech</i> 25/11/2016
8. Dr. Munirul Hussain	Teacher Representative	<i>Dr. Munirul Hussain</i> 25/11/16
9. Mrs. Chayanika Saikia	Teacher Representative	<i>Mrs. Chayanika Saikia</i>
10. Mrs. Gayatree Baruah	Representative, College Administration	<i>Mrs. Gayatree Baruah</i> 25.11.2016
11. Mr. Bhadreswar Nath	Representative, College Administration	<i>Mr. Bhadreswar Nath</i>
12. Mr. Mohen Borah	Representative, College Management	<i>Mr. Mohen Borah</i>
13. Mr. Madhurya Protim Das	Student Representative	<i>Mr. Madhurya Protim Das</i> 25/11/2016
14. Mr. Pranab Mahanta	Alumni Representative	<i>Mr. Pranab Mahanta</i>
15. Mr. Jibon Jyoti Phukan	Representative, Local Society	<i>Mr. Jibon Jyoti Phukan</i>

Speaking about the purpose of the meeting Dr. Debashis Baruah, Coordinator, IQAC says that this meeting chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC is convened to discuss the following agenda.

## Agenda Items

### Item No. 1:

The Coordinator, IQAC requests all the Coordinators/ Conveners of different sub-committees to prepare an action plan for the forthcoming year.

*Dr. Debashis Baruah*  
Coordinator  
Internal Quality Assurance Cell  
Furkating College





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Date. 25.11.2016

## **Item No. 2:**

The Coordinator, IQAC presents the draft AQAR for the session 2015-16 before the house for discussion.

## **Item No. 4:**

Assigning responsibilities to run self-financing courses

## **Item No. 5:**

Students' representation in various bodies/committees

## **Discussion:**

During the discussion, the Principal suggests to organize a blood donation camp under the Red Ribbon Club. He also appeals the members of the Grievance Redressal Cell to visit the classrooms from time to time.

The members speak about different plans they have in their mind to be executed as far as possible.

The AQAR for 2015-16 has been discussed.

## **Resolutions:**

1. Each committee is to sit with the Coordinator, IQAC once in two months to discuss the progress of their activities. The outcome of those meetings is to be intimated to the Principal by the Coordinator, IQAC.
2. The Convener, Departmental Advisory Committee is to prepare a calendar of various activities to be performed by different depts. during the ensuing academic session.
3. The IQAC is to organize programmes for the students for imbibing values in them and to sensitize them in various social issues and to do more extension activities.
4. Alumni Day is to be celebrated on 31.12.2016.
5. The Convener, ICGC is to organize a programme related to students' career.
6. The AQAR has been accepted and the IQAC Coordinator is to place it before GB for its approval.
7. Any newly introduced self-financing courses are to be run by the department assigned by the college authority.
8. Students' representation in various bodies/committees is to be ascertained.

With these the meeting ends with a speech from the Chair.

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Coordinator  
Internal Quality Assurance Cell  
Furkating College



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Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 25.01.2017

## Minutes of IQAC Meetings, 2017 - 18

### Meeting No. 3

Date: 25.01.2017

#### Members Present

1. Dr. Apurba Saikia	Principal-cum-Chairperson	<i>Apurba Saikia</i> 25-01-2017
2. Dr. Debashis Baruah	Coordinator	<i>Debashis Baruah</i> 25/1/16
3. Mrs. Indira Gogoi	Teacher Representative	<i>Gogoi</i>
4. Dr. Ajanta Rajkhowa	Teacher Representative	<i>Ajanta</i>
5. Dr. Lachit Baruah	Teacher Representative	
6. Mr. Bhupen Kr. Neog	Teacher Representative	<i>Bhupen</i>
7. Mr. Jatin Mech	Teacher Representative	<i>Jatin</i>
8. Dr. Munirul Hussain	Teacher Representative	<i>Munirul</i> 25/1/2017
9. Mrs. Chayanika Saikia	Teacher Representative	<i>Saikia</i>
10. Mr. Mohen Bora	Representative, College Management	<i>Mohen Bora</i>
11. Mrs. Gayatree Baruah	Representative, College Administration	<i>Gayatree</i> 25.01.2017
12. Mr. Bhadreswar Nath	Representative, College Administration	<i>Nath</i>
13. Mr. Jintu Gogoi	Student Representative	<i>Jintu Gogoi</i>
14. Mr. Darshan Moni Saikia	Representative, Alumni Association	<i>Darshan</i>

The purpose of this meeting chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC is delivered by Dr. Debashis Baruah, Coordinator, IQAC. He says that this meeting is convened to discuss the following agenda. He also informs the house that the AQAR for 2015-16 has been submitted to NAAC on 15.12.2016.





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Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 25.01.17

## Agenda Items

### Item No. 1:

The Coordinator, IQAC requests all the Coordinators/ Conveners of different sub-committees to present the action plan under their respective criteria for the forthcoming year.

### Item No. 2:

Collection of annual feedback from stakeholders

### Item No. 3:

Discussion on Annual Performance-Appraisal Report of teachers and Self-Assessment of non-teaching staff

### Item No. 4:

Assigning responsibilities to run self-financing courses

### Item No. 5:

Augmentation of infrastructure


### **Discussion:**

All the Coordinators/Conveners of different criteria/sub-committees present their action plan and there have been detail discussions on those.

Annual Performance-Appraisal Report of teachers and Self-Assessment of non-teaching staff as presented by the coordinator, GLM are discussed and suggestions have been made accordingly.

### **Resolutions:**

1. Every department has to take at least one class per week using ICT and this practice would be mandatory from February, 2017.
2. The Coordinator, Departmental Advisory Committee is to prepare the departmental calendar of activities by 10.02.2017.
3. A workshop for the teachers on the CBCS system of education is to be organized at the earliest.
4. An AIDS awareness programme is to be organized shortly.
5. The Population Club is to observe the World Population Day on 11.07.2017.
6. The Women Cell is to observe the International Women's Day on 08.03.2017.
7. The AISHE report is to be sent at the earliest.
8. The Nature Club is to observe the World Environment Day on 05.06.2017.

  
Coordinator  
Internal Quality Assurance Cell  
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Ref. No. ....

Date. 25.01.2017

9. The Coordinator, ILR is to initiate process for constructing a car-parking shade and to renovate the bicycle stand.
10. CCTV cameras are to be installed in the exam halls.
11. A coaching camp in weight-lifting for the students is to be organized.
12. A training programme on computer software for the non-teaching staff is to be organized.
13. A training programme for the teachers on the use of some of the online library packages is to be conducted.
14. To ensure students' participation in co & extra-curricular activities
15. To introduce various awards for students
16. The annual feedback from stakeholders is to be collected.
17. The departments are to be entrusted with responsibilities to run various self-financing certificate courses.
18. The UGC-sponsored Certificate course on Performing Arts (Acting) is to be run by the department of Assamese and the self-financing certificate course on Cutting, Tailoring & Embroidery is to be run by the department of Sociology.
19. Necessary goods/materials are to be procured for augmentation of infrastructure.

Adopting these resolutions the meeting ends with a speech from the Chair.

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*[Signature]*  
Coordinator  
Internal Quality Assurance Cell  
Furkating College



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Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 25.03.2017

Meeting No. 4

Date: 25.03.2017

Members Present

1. Dr. Apurba Saikia	Principal-cum-Chairperson	<i>Apurba Saikia</i> 25.03.2017
2. Dr. Debashis Baruah	Coordinator	<i>Debashis Baruah</i> 25/03/17
3. Mrs. Indira Gogoi	Teacher Representative	<i>Indira Gogoi</i>
4. Dr. Ajanta Rajkhowa	Teacher Representative	<i>Ajanta Rajkhowa</i>
5. Dr. Lachit Baruah	Teacher Representative	
6. Mr. Bhupen Kr. Neog	Teacher Representative	<i>Bhupen Kr. Neog</i>
7. Mr. Jatin Mech	Teacher Representative	<i>Jatin Mech</i> 25.03.2017
8. Dr. Munirul Hussain	Teacher Representative	<i>Munirul Hussain</i> 25.03.2017
9. Mrs. Chayanika Saikia	Teacher Representative	<i>Chayanika Saikia</i> 25.03.2017
10. Mr. Mohen Bora	Representative, College Management	<i>Mohen Bora</i>
11. Mrs. Gayatree Baruah	Representative, College Administration	<i>Gayatree Baruah</i> 25.03.2017
12. Mr. Bhadreswar Nath	Representative, College Administration	<i>Bhadreswar Nath</i>
13. Mr. Darshan Moni Saikia	Representative, Alumni Association	<i>Darshan Moni Saikia</i>
14. Mr. Jibon Jyoti Phukan	Representative, Local Society	<i>Jibon Jyoti Phukan</i>

The purpose of this meeting chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC is delivered by Dr. Debashis Baruah, Coordinator, IQAC. He says that this meeting is convened to monitor the progress of the activities of various criteria/sub- committees.





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Ref. No. ....

Date. 25.03.2017

## Agenda Items

### Item No. 1:

Introducing B.Ed. programme

### Item No. 2:

Teachers' Self Appraisal report

### Item No. 3:

Organizing seminars/workshops/talks on various relevant issues especially for the benefit of the students

## Resolutions:

1. Initiatives to be taken for introducing B.Ed. programme.
2. Teachers' Self Appraisal report is to be submitted to the Coordinator, GLM.
3. During the Orientation Programme for the new comers there would be special classes on the CBCS system, gender sensitization equal opportunity, sexual harassment and the grievance redressal mechanism of the college.
4. The feedback of students, alumni and parents are to be collected at the earliest.
5. Seminars/workshops/talks are to be organized

With these the meeting comes to an end with vote of thanks to and from the Chair.

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Coordinator  
Internal Quality Assurance Cell  
Furkating College



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Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 24.05.2017

Meeting No. 5

Date: 24.05.2017

Members Present

1. Dr. Apurba Saikia	Principal-cum-Chairperson	<i>Apurba Saikia</i> 24.05.2017
2. Dr. Debashis Baruah	Coordinator	<i>Debashis Baruah</i> 24/05/17
3. Mrs. Indira Gogoi	Teacher Representative	<i>Indira Gogoi</i>
4. Dr. Ajanta Rajkhowa	Teacher Representative	<i>Ajanta Rajkhowa</i>
5. Dr. Lachit Baruah	Teacher Representative	
6. Mr. Bhupen Kr. Neog	Teacher Representative	<i>Bhupen Kr. Neog</i>
7. Mr. Jatin Mech	Teacher Representative	<i>Jatin Mech</i> 24/5/2017
8. Dr. Munirul Hussain	Teacher Representative	<i>Munirul Hussain</i>
9. Mrs. Chayanika Saikia	Teacher Representative	<i>Chayanika Saikia</i>
10. Mr. Mohen Bora	Representative, College Management	<i>Mohen Bora</i>
11. Mrs. Gayatree Baruah	Representative, College Administration	<i>Gayatree Baruah</i> 24.05.2017
12. Mr. Bhadreswar Nath	Representative, College Administration	<i>Bhadreswar Nath</i>
13. Mr. Jintu Gogoi	Representative, Students' Union Body	<i>Jintu Gogoi</i>
14. Mr. Darshan Moni Saikia	Representative, Alumni Association	<i>Darshan Moni Saikia</i>

The purpose of this meeting chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC is delivered by Dr. Debashis Baruah, Coordinator, IQAC. He says that this meeting is convened to monitor the progress of the activities of various criteria/sub- committees.

## Agenda Items

### Item No. 1:

Approval of the plans and programmes of various committees



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Ref. No. ....

Date. 24.05.2017

## Discussion:

Discussions held on the plans and programmes submitted by the Coordinators/Conveners and after discussion some of those have been finalized. The Secretary, Parents' Committee speaks on the importance of co & extra-curricular activities and stresses on the need of more extension activities by the college. The representative from the Alumni Association thanks the house for adopting the resolution of introducing the B. Ed programme. The GB member assures all kinds of support from the GB in executing the plans and programmes that have been finalized. The Convener, AISHE informs the members that this year's AISHE report has already been submitted.

## Resolutions:

1. To apply for B.Ed. programme and to place the proposal before GB for its approval.
2. To introduce Certificate Course on computer in collaboration with other agencies.
3. To construct a car-parking shed
4. To renovate the bicycle stand
5. To arrange for water supply to the departments as well to the newly-constructed building
6. To organize an inter-department Wall Magazine competition on the college foundation day
7. To collect the students' feedback immediately
8. To prepare the schedule for the Orientation Programme
9. To ensure the use of ICT in the classroom
10. To carry out more research projects involving students
11. To organize an essay and quiz competitions among the students
12. To conduct a blood donation and blood grouping camp during the Orientation Programme
13. To observe the World AIDS Day on 01.12.2017
14. To conduct an awareness programme on population control in a nearby village
15. To create awareness on sexual harassment by postering in the college campus
16. To continue the publication of the library magazine
17. To present the Best Library User Award on the Freshers' Day
18. To organize a workshop for the faculty and the students on INFLIBNET's N-LIST
19. To collect alumni feedback immediately
20. To organize a meet of the ex-General Secretaries of the Students' Union Body

With these resolutions, the meeting ends with a speech from the Chair.

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*[Signature]*  
Coordinator  
Internal Quality Assurance Cell  
Furkating College





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Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 04.08.2017

Meeting No. 6

Date: 04.08.2017

Members Present

1. Dr. Apurba Saikia	Principal-cum-Chairperson	<i>Dr. Apurba Saikia</i> 04.08.2017
2. Dr. Debashis Baruah	Coordinator, IQAC	<i>Dr. Debashis Baruah</i> 04.08.17
3. Mrs. Indira Gogoi	Teacher Representative	<i>Mrs. Indira Gogoi</i>
4. Dr. Ajanta Rajkhowa	Teacher Representative	<i>Dr. Ajanta Rajkhowa</i>
5. Dr. Lachit Baruah	Teacher Representative	
6. Mr. Bhupen Kr. Neog	Teacher Representative	<i>Mr. Bhupen Kr. Neog</i>
7. Mr. Jatin Mech	Teacher Representative	<i>Mr. Jatin Mech</i> 4/8/2017
8. Dr. Munirul Hussain	Teacher Representative	<i>Dr. Munirul Hussain</i>
9. Mrs. Chayanika Saikia	Teacher Representative	<i>Mrs. Chayanika Saikia</i>
10. Mr. Mohen Bora	Representative, College Management	<i>Mohen Bora</i>
11. Mrs. Gayatree Baruah	Representative, College Administration	<i>Mrs. Gayatree Baruah</i> 04.08.2017
12. Mr. Bhadreswar Nath	Representative, College Administration	<i>Mr. Bhadreswar Nath</i>
13. Mr. Jintu Gogoi	Representative, Students' Union Body	<i>Mr. Jintu Gogoi</i>
14. Mr. Jibon Jyoti Phukan	Representative, Local Society	<i>Mr. Jibon Jyoti Phukan</i>

The meeting is chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC and the purpose is delivered by Dr. Debashis Baruah, Coordinator, IQAC. The Coordinator says that this meeting is convened to discuss the following agenda.

## Agenda Items

### Item No. 1:

Preparation of the AQAR for 2016-17

### Item No. 2:

Recent changes in the NAAC assessment system

### Item No. 3:

Analysis of the results of the final examinations of all semester



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Ref. No. ....

Date. 04.08.2017

## Item No. 4:

Analysis of the feedback received from various stakeholders

## Item No. 5:

The Spoken Tutorial Course

## **Discussions:**

All these items have been discussed point-wise. The IQAC Coordinator appeals all Coordinators/Conveners to provide inputs of their respective criteria in order to prepare the AQAR for 2016-17. The Principal presents before the house a dept-wise report of this year's results. He along with the teachers expresses concern regarding dissatisfactory performance of the students in some of the semesters.

## **Resolutions:**

1. The Coordinators of different criteria are to provide the IQAC Coordinator inputs for preparing the AQAR
2. The IQAC Coordinator is to make a presentation on the recent changes in NAAC assessment process.
3. Every dept. should take necessary measures to better students' performance.
4. Suggestions received from the stakeholders are to be implemented in priority basis
5. Mr. Chandan Bortamuli, Computer faculty would be the Coordinator for the Spoken Tutorial Course.

At the end, the Principal delivers the concluding speech appealing to all to go by the resolutions adopted in the meeting.

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*[Signature]*  
Coordinator  
Internal Quality Assurance Cell  
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Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 06.09.2017

Meeting No. 7

Date: 06.09.2017

Members Present

1. Dr. Apurba Saikia	Principal-cum-Chairperson	<i>Dr. Apurba Saikia</i> 06.09.2017
2. Dr. Debashis Baruah	Coordinator, IQAC	<i>Dr. Debashis Baruah</i> 06.09.2017
3. Ms. Indira Gogoi	Teacher Representative	<i>Ms. Indira Gogoi</i>
4. Dr. Ajanta Rajkhowa	Teacher Representative	<i>Dr. Ajanta Rajkhowa</i>
5. Dr. Lachit Baruah	Teacher Representative	<i>Dr. Lachit Baruah</i>
6. Mr. Bhupen Kr. Neog	Teacher Representative	<i>Mr. Bhupen Kr. Neog</i>
7. Mr. Jatin Mech	Teacher Representative	<i>Mr. Jatin Mech</i> 06/09/2017
8. Dr. Munirul Hussain	Teacher Representative	<i>Dr. Munirul Hussain</i>
9. Mrs. Chayanika Saikia	Teacher Representative	<i>Mrs. Chayanika Saikia</i>
10. Mr. Mohen Bora	Representative, College Management	<i>Mr. Mohen Bora</i>
11. Mrs. Gayatree Baruah	Representative, College Administration	<i>Mrs. Gayatree Baruah</i> 06.09.2017
12. Mr. Bhadreswar Nath	Representative, College Administration	<i>Mr. Bhadreswar Nath</i>
13. Mr. Darshan Moni Saikia	Representative, Alumni Association	<i>Mr. Darshan Moni Saikia</i>

The meeting is chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC.





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Ref. No. ....

Date. 06.09.2017

## Agenda Items

### Item No. 1:

Presentation on the recent changes in NAAC assessment process.

### Item No. 2:

Appointment of NSS Programme Officer.

### Item No. 3:

Undertake extension activities

## **Discussions:**

Dr. Debashis Baruah, Coordinator, IQAC makes a power point presentation on “The Recent Changes in the Assessment and Accreditation Process of NAAC”. The Principal appeals to all the members to prepare and perform the activities of their respective criteria as per the latest assessment process of NAAC.

## **Resolution:**

1. Mrs. Swarna Prova Nath has been appointed as the Programme Officer of NSS, Furkating College.
2. Mr. Prachurjya Pathak would assist Mrs. Swarna Prova Nath as the Asst. Programme Officer of NSS.
3. More extension activities are to be undertaken

The meeting comes to an end with these resolutions.

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*Baruf.*  
Coordinator  
Internal Quality Assurance Cell  
Furkating College



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Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 07.10.2017

Meeting No. 8

Date: 07.10.2017

Members Present

- |                             |  |                                  |
|-----------------------------|--|----------------------------------|
| 1. Dr. Apurba Saikia        | Principal-cum-Chairperson              | <i>[Signature]</i><br>7-10-2017  |
| 2. Dr. Debashis Baruah      | Coordinator, IQAC                      | <i>[Signature]</i><br>07/10/17   |
| 3. Mrs. Indira Gogoi        | Teacher Representative                 | <i>[Signature]</i>               |
| 4. Dr. Ajanta Rajkhowa      | Teacher Representative                 | <i>[Signature]</i>               |
| 5. Dr. Lachit Baruah        | Teacher Representative                 |                                  |
| 6. Mr. Bhupen Kr. Neog      | Teacher Representative                 | <i>[Signature]</i>               |
| 7. Mr. Jatin Mech           | Teacher Representative                 | <i>[Signature]</i><br>7/10/2017  |
| 8. Dr. Munirul Hussain      | Teacher Representative                 | <i>[Signature]</i>               |
| 9. Mrs. Chayanika Saikia    | Teacher Representative                 | <i>[Signature]</i>               |
| 10. Mr. Mohen Bora          | Representative, College Management     | <i>[Signature]</i>               |
| 11. Mrs. Gayatree Baruah    | Representative, College Administration | <i>[Signature]</i><br>07.10.2017 |
| 12. Mr. Bhadreswar Nath     | Representative College Administration  | <i>[Signature]</i>               |
| 13. Mr. Jintu Gogoi         | Representative, Students' Union Body   | <i>[Signature]</i>               |
| 14. Mr. Darshan Moni Saikia | Representative, Alumni Association     | <i>[Signature]</i>               |



# INTERNAL QUALITY ASSURANCE CELL

**FURKATING COLLEGE**

**P.O. FURKATING – 785610**

**DIST – GOLAGHAT (ASSAM)**

**ACCREDITED BY NAAC WITH B++ (3<sup>rd</sup> CYCLE)**

**Mobile No . 9435154761, 9864414117**

Ref. No. ....

Date. 07.10.2017

The meeting is chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC. While delivering the purpose of the meeting Dr. Debashis Baruah, Coordinator says that this meeting is convened to discuss the following agenda.

## Agenda Items

### Item No. 1:

Preparation of the AQAR for 2016-17

### Item No. 2:

Organizing at least one national seminar in the college

### Item No. 3:

Submission of NIRF data

## **Resolutions:**

1. The Coordinators of different criteria are to provide the IQAC Coordinator inputs for preparing the AQAR for 2016-17
2. The IQAC Coordinator is to prepare a proposal for a national seminar/workshop to be submitted to NAAC.
3. Data for NIRF is to be submitted at the earliest.

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*Baruah*  
Coordinator  
Internal Quality Assurance Cell  
Furkating College





# INTERNAL QUALITY ASSURANCE CELL

FURKATING COLLEGE

P.O. FURKATING – 785610

DIST – GOLAGHAT (ASSAM)

ACCREDITED BY NAAC WITH B++ (3<sup>rd</sup> CYCLE)

Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 17.11.2017

Meeting No. 9

Date: 17.11.2017

Members Present

1. Dr. Apurba Saikia
2. Dr. Debashis Baruah
3. Mrs. Indira Gogoi
4. Dr. Ajanta Rajkhowa
5. Dr. Lachit Baruah
6. Mr. Bhupen Kr. Neog
7. Mr. Jatin Mech
8. Dr. Munirul Hussain
9. Mrs. Chayanika Saikia
10. Mr. Mohen Bora
11. Mrs. Gayatree Baruah
12. Mr. Bhadreswar Nath
13. Mr. Jintu Gogoi
14. Mr. Jibon Jyoti Phukan

Principal-cum-Chairperson

Coordinator, IQAC

Teacher Representative

Teacher Representative

Teacher Representative

Teacher Representative

Teacher Representative

Teacher Representative

Teacher Representative

Representative, College Management

Representative, College Administration

Representative, College Administration

Representative, Students' Union Body

Representative, Local Society

The meeting is chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC.



# INTERNAL QUALITY ASSURANCE CELL

FURKATING COLLEGE

P.O. FURKATING – 785610

DIST – GOLAGHAT (ASSAM)

ACCREDITED BY NAAC WITH B++ (3<sup>rd</sup> CYCLE)

Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 17.11.2017

## Agenda Items

### Item No. 1:

Presentation of the AQAR for 2016-17

### Item No. 2:

Introducing PG in Open & Distance Mode

### **Discussion:**

Dr. Debashis Baruah, Coordinator, IQAC presents the AQAR for the session 2016-17. The members present in the meeting suggest some changes in the same, and accordingly the required changes have been made.

He also informs the house that permission from the affiliating university has been received to introduce PG programme in Open & Distance mode.

### **Resolutions:**

1. The AQAR for 2016-17 has been accepted by the meeting.
2. The IQAC Coordinator is advised to place the AQAR before the GB for its approval.
3. The meeting expresses its pleasure for obtaining permission for introducing PG programme in Open & Distance mode.

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*Baruah*  
Coordinator  
Internal Quality Assurance Cell  
Furkating College



# INTERNAL QUALITY ASSURANCE CELL

FURKATING COLLEGE

P.O. FURKATING – 785610

DIST – GOLAGHAT (ASSAM)

ACCREDITED BY NAAC WITH B++ (3<sup>rd</sup> CYCLE)

Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 25.01.2018

## Minutes of IQAC Meetings, 2018 - 19

### Meeting No. 10

Date: 25.01.2018

#### Members Present

1. Dr. Apurba Saikia	Principal-cum-Chairperson	<i>Dr. Apurba Saikia</i>
2. Dr. Debashis Baruah	Coordinator	<i>Dr. Debashis Baruah</i>
3. Mrs. Indira Gogoi	Teacher Representative	<i>Dr. Indira Gogoi</i>
4. Dr. Ajanta Rajkhowa	Teacher Representative	<i>Dr. Ajanta Rajkhowa</i>
5. Dr. Lachit Baruah	Teacher Representative	<i>Dr. Lachit Baruah</i>
6. Mr. Bhupen Kr. Neog	Teacher Representative	<i>Mr. Bhupen Kr. Neog</i>
7. Mr. Jatin Mech	Teacher Representative	<i>Mr. Jatin Mech</i>
8. Dr. Munirul Hussain	Teacher Representative	<i>Dr. Munirul Hussain</i>
9. Mrs. Chayanika Saikia	Teacher Representative	<i>Mrs. Chayanika Saikia</i>
10. Mr. Dibya Neog	Representative, College Management	<i>Mr. Dibya Neog</i>
11. Mrs. Gayatree Baruah	Representative, College Administration	<i>Mrs. Gayatree Baruah</i>
12. Mr. Bhadreswar Nath	Representative, College Administration	<i>Mr. Bhadreswar Nath</i>
13. Mr. Nabajyoti Das	Student Representative	<i>Mr. Nabajyoti Das</i>
14. Mr. Darshan Moni Saikia	Representative, Alumni Association	<i>Mr. Darshan Moni Saikia</i>

The meeting is chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC.





# INTERNAL QUALITY ASSURANCE CELL FURKATING COLLEGE

P.O. FURKATING – 785610

DIST – GOLAGHAT (ASSAM)

ACCREDITED BY NAAC WITH B++ (3<sup>rd</sup> CYCLE)

Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 25.01.2018

## Agenda Items

### Item No. 1:

Appointment of a new Convener of ICGC

### Item No. 2:

Installing ICT facilities in more classrooms

### Item No. 3:

Establishment of Micro Zone for evaluation of answer scripts of semester examinations

### Item No. 4:

Conducting Surveys/Student Projects

### Item No. 5:

Conducting capability and skill enhancement programmes for students

### Item No. 6:

Conducting In-Service Teachers' Training Programme

### Item No. 7:

Collection of feedback from stakeholders

  
Coordinator  
Internal Quality Assurance Cell  
Furkating College



# INTERNAL QUALITY ASSURANCE CELL

FURKATING COLLEGE

P.O. FURKATING – 785610

DIST – GOLAGHAT (ASSAM)

ACCREDITED BY NAAC WITH B++ (3<sup>rd</sup> CYCLE)

Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 25.01.2018

## Item No. 8:

Discussion on last year's Performance Appraisal of teachers and self-assessment of the non-teaching staff

## Item No. 9:

Collection of Performance Appraisal of teachers and self-assessment reports from the non-teaching staff for this year

## Item No. 10:

Introducing self-financing courses

## **Resolutions:**

1. Mrs. Chayanika Saikia has been assigned the responsibilities of Convener, ICGC & Sexual Harassment Prevention Cell along with her previous responsibilities as Dr. Lukumoni Goswami is retiring on 30<sup>th</sup> January, 2018.
2. The IQAC is to install ICT facilities in more number of classrooms.
3. The meeting conveys its gratitude to Dibrugarh University for establishing a micro zone in the college for the end-semester examinations.
4. Surveys/Research projects by students in the nearby areas are to be conducted by every department.
5. Capability and skill enhancement programmes for students are to be conducted in this year too.
6. Feedback from stakeholders is to be collected.
7. Necessary measures are to be taken on the basis of last year's teachers' appraisal report and non-teaching staff's self-assessment
8. The coordinator is to collect the Performance Appraisal of teachers and self-assessment reports from the non-teaching staff
9. A self-financing certificate course on Performing Arts in Modern Creative Dance is to be introduced.

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*[Signature]*  
Coordinator  
Internal Quality Assurance Cell  
Furkating College



# INTERNAL QUALITY ASSURANCE CELL

FURKATING COLLEGE

P.O. FURKATING - 785610

DIST - GOLAGHAT (ASSAM)

ACCREDITED BY NAAC WITH B++ (3<sup>rd</sup> CYCLE)

Mobile No . 9435154761, 9864414117

Ref. No. ....  
Meeting No. 11

Date. 29.03.2018

Date: 29.03.2018

Members Present

1. Dr. Apurba Saikia	Principal-cum-Chairperson	<i>Dr. Apurba Saikia</i> 29.03.2018
2. Dr. Debashis Baruah	Coordinator	<i>Dr. Debashis Baruah</i> 29/3/18
3. Mrs. Indira Gogoi	Teacher Representative	<i>Mrs. Indira Gogoi</i>
4. Dr. Ajanta Rajkhowa	Teacher Representative	<i>Dr. Ajanta Rajkhowa</i>
5. Dr. Lachit Baruah	Teacher Representative	
6. Mr. Bhupen Kr. Neog	Teacher Representative	<i>Mr. Bhupen Kr. Neog</i>
7. Mr. Jatin Mech	Teacher Representative	<i>Mr. Jatin Mech</i> 29/3/18
8. Dr. Munirul Hussain	Teacher Representative	<i>Dr. Munirul Hussain</i>
9. Mrs. Chayanika Saikia	Teacher Representative	<i>Mrs. Chayanika Saikia</i>
10. Mr. Dibya Neog	Representative, College Management	<i>Mr. Dibya Neog</i>
11. Mrs. Gayatree Baruah	Representative, College Administration	<i>Mrs. Gayatree Baruah</i> 29.03.2018
12. Mr. Bhadreswar Nath	Representative, College Administration	<i>Mr. Bhadreswar Nath</i>
13. Mr. Nabajyoti Das	Student Representative	<i>Mr. Nabajyoti Das</i>
14. Mr. Darshan Moni Saikia	Representative, Alumni Association	<i>Mr. Darshan Moni Saikia</i>

The meeting is chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC.





# INTERNAL QUALITY ASSURANCE CELL

FURKATING COLLEGE

P.O. FURKATING – 785610

DIST – GOLAGHAT (ASSAM)

ACCREDITED BY NAAC WITH B++ (3<sup>rd</sup> CYCLE)

Mobile No . 9435154761, 9864414117

Ref. No. ....

## Agenda Items

Date. 29.03.2018

### Item No. 1:

Preparation of class routine for the next session

### Item No. 2:

Progress of the activities of the different criteria

### Item No. 3:

Conducting an FDP

### Item No. 4:

Educational trip for the students

### Item No. 5:

Procurement of books for the college library

### Resolutions:

1. The Coordinator, TLE is to initiate the preparation of the class routine for the ensuing session accommodating classes under the CBCS.
2. There would be monthly sittings of IQAC from now onwards instead of the present practice of bi-monthly Appraisal Meetings.
3. The Convener, Departmental Advisory Committee is to prepare a calendar of activities which will include at least four activities from each of the department for this year.
4. An FDP is to be conducted in collaboration with other agencies.
5. An educational trip for the students is to be organized in a convenient time.
6. New books are to be bought for the college library.

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Coordinator  
Internal Quality Assurance Cell  
Furkating College



# INTERNAL QUALITY ASSURANCE CELL

FURKATING COLLEGE

P.O. FURKATING - 785610

DIST - GOLAGHAT (ASSAM)

ACCREDITED BY NAAC WITH B++ (3<sup>rd</sup> CYCLE)

Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 02.05.2018

Meeting No. 12

Date: 02.05.2018

Members Present

1. Dr. Apurba Saikia
2. Dr. Debashis Baruah
3. Mrs. Indira Gogoi
4. Dr. Ajanta Rajkhowa
5. Dr. Lachit Baruah
6. Mrs. Anjana Goswami
7. Mr. Jatin Mech
8. Dr. Munirul Hussain
9. Mrs. Chayanika Saikia
10. Mr. Dibya Neog
11. Mrs. Gayatree Baruah
12. Mr. Bhadreswar Nath
13. Mr. Nabajyoti Das
14. Mr. Jibon Jyoti Phukan

Principal-cum-Chairperson

Coordinator

Teacher Representative

Teacher Representative

Teacher Representative

Teacher Representative

Teacher Representative

Teacher Representative

Teacher Representative

Representative, College Management

Representative, College Administration

Representative, College Administration

Student Representative

Representative, Local Society

*Dr. Apurba Saikia*  
02.05.2018

*Baruah*  
02/05/18

*Gogoi*

*Rajkhowa*

*Baruah*

*Goswami*

*Mech*

*Hussain*

*Saikia*

*Neog*

*Baruah*

*Nath*

*Das*

*Phukan*

*Anjana Goswami*  
2-5-18

*Jatin Mech*  
21/5/2018

*Dr. Debashis Baruah*

*Goswami*  
02.05.2018

*Nath*

*Nabajyoti Das*

*Phukan*



# INTERNAL QUALITY ASSURANCE CELL

FURKATING COLLEGE

P.O. FURKATING – 785610

DIST – GOLAGHAT (ASSAM)

ACCREDITED BY NAAC WITH B++ (3<sup>rd</sup> CYCLE)

Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 02.05.2018

The meeting is chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC.

## Agenda Items

### Item No. 1:

Preparation of the college for introducing CBCS

### Item No. 2:

Combination of subjects for the new academic session

### Item No. 3:

RUSA Grants

### Item No. 4:

Conducting awareness programmes/extension activities

### **Discussions:**

The aforesaid agenda items have been discussed in detail. During the discussion the Principal informs the house that the college has received a grant of Rs. 86 lacs from RUSA. He also informs that the college has become one of the four colleges of Assam to receive an amount of Rs. 2 crores from the govt. of Assam on the basis of its performance.

*Barun J.*  
Coordinator  
Internal Quality Assurance Cell  
Furkating College





# INTERNAL QUALITY ASSURANCE CELL

**FURKATING COLLEGE**

**P.O. FURKATING – 785610**

**DIST – GOLAGHAT (ASSAM)**

**ACCREDITED BY NAAC WITH B++ (3<sup>rd</sup> CYCLE)**

**Mobile No . 9435154761, 9864414117**

Ref. No. ....  
**Resolutions:**

Date. 02.05.2018

1. The preparation of the college prospectus for the new session is to be completed at the earliest.
2. In the combination of subjects for the students there would be options between Political Science and Education.
3. The meeting expresses its satisfaction for receiving the grant from RUSA and for becoming eligible to receive the grant from the state govt. and thanks the Principal for his able leadership for timely execution of the routine works of the college.
4. More awareness programmes and extension activities are to be conducted.

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Coordinator  
Internal Quality Assurance Cell  
Furkating College



# INTERNAL QUALITY ASSURANCE CELL

FURKATING COLLEGE

P.O. FURKATING – 785610

DIST – GOLAGHAT (ASSAM)

ACCREDITED BY NAAC WITH B++ (3<sup>rd</sup> CYCLE)

Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 11.05.2018

## Meeting No. 13

Date: 11.05.2018

### Members Present

1. Dr. Apurba Saikia

Principal-cum-Chairperson

2. Dr. Debashis Baruah

Coordinator

3. Mr. Asif Ali

Vice-President, Students' Union Body

4. Mr. Nabajyoti Das

General Secretary, Students' Union Body

5. Mr. Jintu Gogoi

Member, Students' Union Body

6. Mr. Jadumoni Borah

Member, Students' Union Body

7. Mr. Girin Basumatary

Member, Students' Union Body

The meeting is chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC.



# INTERNAL QUALITY ASSURANCE CELL

**FURKATING COLLEGE**

**P.O. FURKATING – 785610**

**DIST – GOLAGHAT (ASSAM)**

**ACCREDITED BY NAAC WITH B++ (3<sup>rd</sup> CYCLE)**

**Mobile No . 9435154761, 9864414117**

Ref. No. ....

Date. 11.05.2018

## Agenda Items

### Item No. 1:

Online admission

### **Discussions:**

The Principal presents before the Students' Union Body the proposal of making the admission process also offline from the ensuing semester. The representatives of the Students' Union Body have participated in the interaction and have expressed their views on this. They express their satisfaction over the proposal and assure all kinds of support and cooperation from their end to materialize this.

### **Resolutions:**

1. There would also be online admission system from this ensuing semester.  
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Coordinator  
Internal Quality Assurance Cell  
Furkating College





# INTERNAL QUALITY ASSURANCE CELL

FURKATING COLLEGE

P.O. FURKATING – 785610

DIST – GOLAGHAT (ASSAM)

ACCREDITED BY NAAC WITH B++ (3<sup>rd</sup> CYCLE)

Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 30.06.2018

Meeting No. 14

Date: 30.06.2018

Members Present

1. Dr. Apurba Saikia

Principal-cum-Chairperson

2. Dr. Debashis Baruah

Coordinator

3. Mrs. Indira Gogoi

Teacher Representative

4. Dr. Ajanta Rajkhowa

Teacher Representative

5. Dr. Lachit Baruah

Teacher Representative

6. Mrs. Anjana Goswami

Teacher Representative

7. Mr. Jatin Mech

Teacher Representative

8. Dr. Munirul Hussain

Teacher Representative

9. Mrs. Chayanika Saikia

Teacher Representative

10. Mr. Dibya Neog

Representative, College Management

11. Mrs. Gayatree Baruah

Representative, College Administration

12. Mr. Bhadreswar Nath

Representative, College Administration

13. Mr. Darshan Moni Saikia

Representative, Alumni Association

The meeting is chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC.



# INTERNAL QUALITY ASSURANCE CELL

FURKATING COLLEGE

P.O. FURKATING – 785610

DIST – GOLAGHAT (ASSAM)

ACCREDITED BY NAAC WITH B++ (3<sup>rd</sup> CYCLE)

Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 30.06.2018

## Agenda Items

### Item No. 1:

Finalization of the college Prospectus

### Item No. 2:

Organizing national seminar

The IQAC Coordinator informs that a seminar proposal sent by the IQAC has already been accepted by ICSSR and the dates for the event are to be approved by the sponsoring agency.

### Item No. 3:

Conducting FDPs and Training Programmes

### Item No. 4:

Procurement of sports goods

## **Resolutions:**

1. The final draft of college Prospectus is accepted by the IQAC
2. The Coordinator GLM is to organize one at least one FDP for the teaching staff and two training programmes for the non-teaching staff every year.
3. Some sports goods are to be procured soon.

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*Barunf.*  
Coordinator  
Internal Quality Assurance Cell  
Furkating College





# INTERNAL QUALITY ASSURANCE CELL

FURKATING COLLEGE

P.O. FURKATING – 785610

DIST – GOLAGHAT (ASSAM)

ACCREDITED BY NAAC WITH B++ (3<sup>rd</sup> CYCLE)

Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 13.08.2018

Meeting No. 15

Date: 13.08.2018

Members Present

1. Dr. Apurba Saikia
2. Dr. Debashis Baruah
3. Mrs. Indira Gogoi
4. Dr. Ajanta Rajkhowa
5. Dr. Lachit Baruah
6. Mrs. Anjana Goswami
7. Mr. Jatin Mech
8. Dr. Munirul Hussain
9. Mrs. Chayanika Saikia
10. Mr. Dibya Neog
11. Mrs. Gayatree Baruah
12. Mr. Bhadreswar Nath
13. Mr. Nabajyoti Das
14. Mr. Darshan Moni Saikia

Principal-cum-Chairperson

Coordinator

Teacher Representative

Teacher Representative

Teacher Representative

Teacher Representative

Teacher Representative

Teacher Representative

Teacher Representative

Representative, College Management

Representative, College Management

Representative, College Administration

Student Representative

Representative, Alumni Association

*Signature*  
13.08.2018

*Signature*  
13/08/18

*Signature*

*Signature*

*Signature*  
13.8.20

*Signature*  
13/08/2018.

*Signature*

*Signature*

*Signature*

*Signature*  
13.08.2018.

*Signature*

*Signature*  
Nabajyoti Das

*Signature*





# INTERNAL QUALITY ASSURANCE CELL

FURKATING COLLEGE

P.O. FURKATING – 785610

DIST – GOLAGHAT (ASSAM)

ACCREDITED BY NAAC WITH B++ (3<sup>rd</sup> CYCLE)

Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 13.08.2018

The meeting is chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC.

## Agenda Items

### Item No. 1:

Analysis of End-Sem results of the Even Semester

### Item No. 2:

Organizing national seminar

### Item No. 3:

Analysis of feedback from stakeholders

### Item No. 4:

Organizing All Assam Debating Competition

The IQAC Coordinator informs that the dates for the ICSSR-sponsored seminar have been finalized as 12<sup>th</sup> & 13<sup>th</sup> October, 2018.

## **Resolutions:**

1. Students' use of mobile phones in the college campus will be strictly prohibited.
2. The department of English will take extra classes for the 3<sup>rd</sup> Semester students.
3. The suggestions/recommendations received in the feedback are to be implemented as far as possible.
4. The IQAC is to prepare for smooth conduct of the ensuing ICSSR-sponsored seminar.
5. The 4<sup>th</sup> Biennial Narayan Ch. Dutta Memorial All Assam Inter- College Prize Money Debating Competition is to be organized in the next month.

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*Apurba Saikia*  
Coordinator  
Internal Quality Assurance Cell  
Furkating College



# INTERNAL QUALITY ASSURANCE CELL

FURKATING COLLEGE

P.O. FURKATING – 785610

DIST – GOLAGHAT (ASSAM)

ACCREDITED BY NAAC WITH B++ (3<sup>rd</sup> CYCLE)

Mobile No . 9435154761, 9864414117

Ref. No. ....  
Meeting No. 16

Date. 01.11.2018

Date: 01.11.2018

## Members Present

1. Dr. Apurba Saikia

Principal-cum-Chairperson

2. Dr. Debashis Baruah

Coordinator

3. Mrs. Indira Gogoi

Teacher Representative

4. Dr. Ajanta Rajkhowa

Teacher Representative

5. Dr. Amulya Kr. Borah

Teacher Representative

6. Mrs. Anjana Goswami

Teacher Representative

7. Mr. Jatin Mech

Teacher Representative

8. Dr. Munirul Hussain

Teacher Representative

9. Mrs. Chayanika Saikia

Teacher Representative

10. Mr. Dibya Neog

Representative, College Management

11. Mrs. Gayatree Baruah

Representative, College Administration

12. Mr. Darshan Moni Saikia

Representative, Alumni Association

13. Mr. Jibon Jyoti Phukan

Representative, Local Society

The meeting is chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC.



# INTERNAL QUALITY ASSURANCE CELL

FURKATING COLLEGE

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DIST – GOLAGHAT (ASSAM)

ACCREDITED BY NAAC WITH B++ (3<sup>rd</sup> CYCLE)

Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 01.11.2018

## Agenda Items

### Item No. 1:

Preparation of the AQAR for 2017-18

### Item No. 2:

Students Satisfaction Survey

### Item No. 3:

Submission of seminar proposal

### Item No. 4:

Introduction of Value-added and Skill Development Courses

### Item No. 5:

Conducting In-Service Teachers' Training Programme

## **Resolutions:**

1. A Certificate Course in Computer Application is to be introduced from the next session
2. All the HoDs and the Coordinators are to submit the data/information of their portions of the AQAR within November 15, 2018.

*[Signature]*  
Coordinator  
Internal Quality Assurance Cell  
Furkating College





# INTERNAL QUALITY ASSURANCE CELL

**FURKATING COLLEGE**

**P.O. FURKATING – 785610**

**DIST – GOLAGHAT (ASSAM)**

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**Mobile No . 9435154761, 9864414117**

Ref. No. ....

Date. 01.11.2018

3. Hard copy of the format for Students Satisfaction Survey is to be distributed among the students so that they can be acquainted with the process.
4. The IQAC coordinator with assistance from others is to prepare a seminar proposal and send the same to the competent authority.
5. The dept. of English is to collaboratively conduct an In-Service Teachers' Training Programme for the high school teachers of the nearby area.
6. Various Skill Development Courses are to be introduced.

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*B. Barua*  
Coordinator  
Internal Quality Assurance Cell  
Furkating College



# INTERNAL QUALITY ASSURANCE CELL

FURKATING COLLEGE

P.O. FURKATING - 785610

DIST - GOLAGHAT (ASSAM)

ACCREDITED BY NAAC WITH B++ (3<sup>rd</sup> CYCLE)

Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 15.11.2018

Meeting No. 17

Date: 15.11.2018

Members Present

1. Dr. Apurba Saikia
2. Dr. Debashis Baruah
3. Mrs. Indira Gogoi
4. Dr. Ajanta Rajkhowa
5. Dr. Amulya Kr. Borah
6. Mrs. Anjana Goswami
7. Mr. Jatin Mech
8. Dr. Munirul Hussain
9. Mrs. Dipanjali Mudoi
10. Mr. Dibya Neog
11. Mrs. Gayatree Baruah
12. Mr. Bhadreswar Nath
13. Mr. Nabajyoti Das

Principal-cum-Chairperson

Coordinator

Teacher Representative

Teacher Representative

Teacher Representative

Teacher Representative

Teacher Representative

Teacher Representative

Teacher Representative

Representative, College Management

Representative, College Administration

Representative, College Administration

Student Representative

*[Signature]*  
15.11.2018

*[Signature]*  
15.11.18

*[Signature]*

*[Signature]*

*[Signature]* 15/11/2018

*[Signature]* AGoswami  
15.11.18.

*[Signature]*  
15/11/2018

*[Signature]*

*[Signature]* 15.11.2018

*[Signature]*

*[Signature]* 15.11.2018.

*[Signature]*

*[Signature]* Nabajyoti Das





# INTERNAL QUALITY ASSURANCE CELL

FURKATING COLLEGE

P.O. FURKATING – 785610

DIST – GOLAGHAT (ASSAM)

ACCREDITED BY NAAC WITH B++ (3<sup>rd</sup> CYCLE)

Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 15.11.2018

The meeting is chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC.

## Agenda Items

### Item No. 1:

Finalization of the AQAR for 2017-18

### Item No. 2:

Progress of the activities of different criteria

### **Resolutions:**

1. The coordinators of CA, SSP along with the Conveners of Alumni committee and parents / guardian committee are to prepare a common feedback format incorporating relevant points.
2. Facility of Internet connectivity is to be provided to the TLE committee.
3. The RIE committee is to take initiative for at least three research projects by the student.
4. The RIE committee is to take initiative for signing more MoUs.
5. The Coordinator TLE is to take steps in reconstituting the Anti-Ragging committee of the college.
6. The Convener ICGC is to arrange placement programmes like “Job Melas” at least once in a year.
7. Dr. Rousonara Begum has been entrusted as the Coordinator of IVBP along with Mrs. Dipanjali Mudoj.
8. The IVBP committee is to take initiative for arranging Energy Audit, Green Audit and Environmental Audit in the college.
9. The Coordinator ILR is to take steps in obtaining more devices for better recording facilities of various activities/programmes of the college.
10. The CA committee is to initiate the process of adding at least one Certificate course every year.

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Coordinator  
Internal Quality Assurance Cell  
Furkating College





# INTERNAL QUALITY ASSURANCE CELL

FURKATING COLLEGE

P.O. FURKATING – 785610

DIST – GOLAGHAT (ASSAM)

ACCREDITED BY NAAC WITH B++ (3<sup>rd</sup> CYCLE)

Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 14.12.2018

Meeting No. 18

Date: 14.12.2018

Members Present

1. Dr. Apurba Saikia	Principal-cum-Chairperson	<i>Dr. Apurba Saikia</i> 14.12.2018
2. Dr. Debashis Baruah	Coordinator	<i>Dr. Debashis Baruah</i> 14/12/18
3. Mrs. Indira Gogoi	Teacher Representative	<i>Mrs. Indira Gogoi</i>
4. Dr. Ajanta Rajkhowa	Teacher Representative	<i>Dr. Ajanta Rajkhowa</i>
5. Dr. Amulya Kr. Borah	Teacher Representative	<i>Dr. Amulya Kr. Borah</i> 14/12/2018
6. Mrs. Anjana Goswami	Teacher Representative	<i>Mrs. Anjana Goswami</i> 14.12.2020
7. Mr. Jatin Mech	Teacher Representative	<i>Mr. Jatin Mech</i> 14/12/2018
8. Dr. Munirul Hussain	Teacher Representative	<i>Dr. Munirul Hussain</i>
9. Mrs. Dipanjali Mudoi	Teacher Representative	<i>Mrs. Dipanjali Mudoi</i> 14.12.2018
10. Mr. Dibya Neog	Representative, College Management	<i>Mr. Dibya Neog</i>
11. Mr. Bhadreswar Nath	Representative, College Administration	<i>Mr. Bhadreswar Nath</i>
12. Mr. Nabajyoti Das	Student Representative	<i>Mr. Nabajyoti Das</i>

The meeting is chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC.



# INTERNAL QUALITY ASSURANCE CELL

FURKATING COLLEGE

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Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 14.12.2018

## Agenda Items

### Item No. 1:

Presentation of AQAR for the session 2017-18

### Item No. 2

Celebration of Annual College Week

### Item No. 3:

Presentation on the CBCS

### Item No. 4:

Organizing a Talk on IPR

### Item No. 5:

Observation of days of national & international importance

### Item No. 6:

Extension activities

### Item No. 7:

Formation of College CBCS Board of Studies

### Item No. 8:

Organizing national seminar

  
Coordinator  
Internal Quality Assurance Cell  
Furkating College





# INTERNAL QUALITY ASSURANCE CELL

FURKATING COLLEGE

P.O. FURKATING – 785610

DIST – GOLAGHAT (ASSAM)

ACCREDITED BY NAAC WITH B++ (3<sup>rd</sup> CYCLE)

Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 14.12.2018

## Resolutions:

1. The AQAR for the session 2017-18 has been accepted and resolved to send it to the GB for its approval.
2. The Annual college week is to be celebrated with different cultural activities/ events.
3. The allotted works of different committees are to be continued even during semester vacation.
4. The Coordinator TLE is to make a presentation on the CBCS in the month of January, 2019.
5. A talk on IPR is to be organized at the earliest.
6. The IQAC decides to observe the days of national & international importance in the ensuing year too like the previous years.
7. All the HoDs along with the Vice-Principal would be the members of the TLE committee.
8. More extension activities are to be organized under the banner of different clubs/wings of the college.
9. The CBCS Board of studies has been constituted as following-

a. Vice-Principal	-	Chairperson
b. Coordinator TLE	-	Member Secretary
c. Coordinator IQAC	-	Member
d. All HoDs	-	Members

\*\*\*\*\*

*[Signature]*  
Coordinator  
Internal Quality Assurance Cell  
Furkating College





# INTERNAL QUALITY ASSURANCE CELL

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P.O. FURKATING – 785610

DIST – GOLAGHAT (ASSAM)

ACCREDITED BY NAAC WITH B++ (3<sup>rd</sup> CYCLE)

Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 08.03.2019

## Minutes of IQAC Meetings, 2019 - 20

### Meeting No. 19

Date: 08.03.2019

#### Members Present

1. Dr. Apurba Saikia	Principal-cum-Chairperson	<i>Apurba Saikia</i> 08.03.2019
2. Dr. Debashis Baruah	Coordinator	<i>Debashis Baruah</i> 08/03/19
3. Mrs. Indira Gogoi	Teacher Representative	<i>Indira Gogoi</i>
4. Dr. Ajanta Rajkhowa	Teacher Representative	<i>Ajanta Rajkhowa</i>
5. Dr. Amulya Kr. Borah	Teacher Representative	<i>Amulya Kr. Borah</i> 8/3/2019
6. Mrs. Anjana Goswami	Teacher Representative	<i>Anjana Goswami</i> 8.3.2019
7. Mr. Jatin Mech	Teacher Representative	<i>Jatin Mech</i> 8/3/2019
8. Dr. Munirul Hussain	Teacher Representative	<i>Munirul Hussain</i>
9. Mrs. Dipanjali Mudoi	Teacher Representative	<i>Dipanjali Mudoi</i> 08.03.2019
10. Dr. Rousonara Begum	Teacher Representative	<i>Rousonara Begum</i> 8-3-2019
11. Mr. Dibya Neog	Representative, College Management	<i>Dibya Neog</i>
12. Mrs. Gayatree Baruah	Representative, College Administration	<i>Gayatree Baruah</i> 08.03.2019
13. Mr. Bhadreswar Nath	Representative, College Administration	<i>Bhadreswar Nath</i>
14. Mr. Bolindra Chutia	Student Representative	<i>Bolindra Chutia</i>
15. Syed Sawal Sakir Hussain	Representative, Alumni Association	<i>Syed Sawal Sakir Hussain</i>

The meeting is chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC. The coordinator, IQAC informs the house that AQAR for the session 2017-18 has been submitted on 21.12.2018. The Principal congratulates the teachers as three students of the college have secured positions in the End-Sem exams conducted by the University.



# INTERNAL QUALITY ASSURANCE CELL

FURKATING COLLEGE

P.O. FURKATING – 785610

DIST – GOLAGHAT (ASSAM)

ACCREDITED BY NAAC WITH B++ (3<sup>rd</sup> CYCLE)

Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 08.03.2019

## Agenda Items

### Item No. 1:

Analysis of Results of End Semester Examinations

### Item No. 2:

Declaration of results of Sessional Examination

### Item No. 3:

Reconstitution of the Parents/ Guardian Committee

### Item No. 4:

Introduction of B. Voc. Programme

### Item No. 5:

Conducting In-Service Training Programme

### Item No. 6:

Conducting training programme for teaching and non-teaching staff

### Item No. 7:

Collection of feedback from stakeholders

### Item No. 8:


Discussion on last year's Performance Appraisal of teachers and self-assessment of the non-teaching staff

### Item No. 9:

Collection of Performance Appraisal of teachers and self-assessment reports from the non-teaching staff for this year

### Item No. 10:

Assigning responsibilities to run self-financing courses

  
Coordinator  
Internal Quality Assurance Cell  
Furkating College



# INTERNAL QUALITY ASSURANCE CELL

**FURKATING COLLEGE**

**P.O. FURKATING – 785610**

**DIST – GOLAGHAT (ASSAM)**

**ACCREDITED BY NAAC WITH B++ (3<sup>rd</sup> CYCLE)**

**Mobile No . 9435154761, 9864414117**

Ref. No. ....

Date. 08.03.2019

## **Resolutions:**

1. The meeting expresses its concern for the poor performance of the students in some of the semesters in the recently declared results.
2. The Sessional results are to be declared within 15<sup>th</sup> March 2019
3. A meeting of the college CBCS Board of studies is to be convened within the next week.
4. Mr. Simanta Poddar will be the Convener of the Parent/Guardian Committee from now onwards as its earlier convener Mr. Bhupen Kr. Neog has retired from his service.
5. A UGC-sponsored B. Voc. Programme on Hospitality Management is to be introduced.
6. The dept. of English is to conduct an In-Service Teachers' Training Programme in collaboration with ELTI, Guwahati and Rotary Club of Golaghat.
7. The coordinator, GLM is to organize a FDP for the faculties and a training programme for the non-teaching staff.
8. To take required steps on Performance Appraisal Report
9. The self-financing certificate courses on DCA and PGDCA are to be run by the Computer section of the college while the course on Yoga & Meditation is to be run by the department of Education.

\*\*\*\*\*

*[Signature]*  
Coordinator  
Internal Quality Assurance Cell  
Furkating College





# INTERNAL QUALITY ASSURANCE CELL

FURKATING COLLEGE

P.O. FURKATING – 785610

DIST – GOLAGHAT (ASSAM)

ACCREDITED BY NAAC WITH B++ (3<sup>rd</sup> CYCLE)

Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 10.06.2019

## Meeting No. 20

Date: 10/06/2019

### Members Present

1. Dr. Apurba Saikia	Principal-cum-Chairperson	<i>Dr. Apurba Saikia</i> 10.06.2019
2. Dr. Debashis Baruah	Coordinator	<i>Dr. Debashis Baruah</i> 10/06/19
3. Mrs. Indira Gogoi	Teacher Representative	<i>Gogoi</i>
4. Dr. Ajanta Rajkhowa	Teacher Representative	<i>Dr. Rajkhowa</i> 10.6.2019
5. Dr. Amulya Kr. Borah	Teacher Representative	<i>Dr. Borah</i> 10/6/2019
6. Mrs. Anjana Goswami	Teacher Representative	<i>Anjana Goswami</i> 10.6.2019
7. Mr. Jatin Mech	Teacher Representative	<i>Jatin Mech</i> 10/6/2019
8. Dr. Munirul Hussain	Teacher Representative	<i>Dr. Hussain</i>
9. Mrs. Dipanjali Mudoi	Teacher Representative	<i>Mudoi</i> 10.06.2019
10. Dr. Rousonara Begum	Teacher Representative	<i>Begum</i> 10.6.2019
11. Mr. Diby Neog	Representative, College Management	<i>Diby Neog</i>
12. Mrs. Gayatree Baruah	Representative, College Administration	<i>Gayatree Baruah</i> 10.06.2019
13. Mr. Bolindra Chutia	Student Representative	<i>Bolindra Chutia</i>
14. Mr. Jibon Jyoti Phukan	Representative, Local Society	<i>Jibon Jyoti Phukan</i>

The meeting is chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC. The IQAC coordinator expresses his gratitude to all for their whole-hearted cooperation in organizing the NAAC-sponsored national seminar on 7<sup>th</sup> & 8<sup>th</sup> June, 2019.

### Agenda Items

#### Item No. 1:

Felicitation to the Contractual Teachers

#### Item No. 2:

Progress of the activities of various committees



# INTERNAL QUALITY ASSURANCE CELL FURKATING COLLEGE

P.O. FURKATING – 785610

DIST – GOLAGHAT (ASSAM)

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Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 10.06.2019

## Item No. 3:

Conducting Orientation Programme for the new comers

## Item No. 4:

Code of Conduct for teachers and students

## Item No. 5:

Signing of MoUs

## Item No. 6:

Organizing national seminar

## Item No. 7:

Extension of boys' and girls' hostel

## **Resolutions:**

1. The IQAC conveys its profound sense of gratitude to NAAC for sponsoring the national seminar held on 07.06.2019.
2. The contractual teachers have been felicitated for their effort and dedication in helping one of the students in securing the 9<sup>th</sup> Position in the HS Final Examination
3. There would be weekly monitoring of students attendance.
4. The meeting accepts the Code of Conduct Hand Book for teachers and students and requests the Coordinator IVBP to upload the same in the college website.
5. The Orientation Programme for the new comers is to be organized on 17.06.2019.
6. The International Yoga Day is to be organized on 21.06.2019.
7. A self-defense workshop for the girl students is to be organized soon.
8. More MoUs are to be signed with different organizations/bodies.
9. A proposal is to be sent to ICSSR for organizing a national seminar.
10. The boys' and the girls' hostels are to be extended.

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Coordinator  
Internal Quality Assurance Cell  
Furkating College



# INTERNAL QUALITY ASSURANCE CELL

FURKATING COLLEGE

P.O. FURKATING – 785610

DIST – GOLAGHAT (ASSAM)

ACCREDITED BY NAAC WITH B++ (3<sup>rd</sup> CYCLE)

Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 28.08.2019

## Meeting No. 21

Date: 28.08.2019

### Members Present

1. Dr. Apurba Saikia	Principal-cum-Chairperson	<i>Dr. Apurba Saikia</i> 28.08.2019
2. Dr. Debashis Baruah	Coordinator	<i>Dr. Debashis Baruah</i> 28/8/19
3. Mrs. Indira Gogoi	Teacher Representative	<i>Dr. Indira Gogoi</i> 28/8/2019
4. Dr. Ajanta Rajkhowa	Teacher Representative	<i>Dr. Ajanta Rajkhowa</i> 28/8/2019
5. Dr. Amulya Kr. Borah	Teacher Representative	<i>Dr. Amulya Kr. Borah</i> 28/8/2019
6. Mrs. Anjana Goswami	Teacher Representative	<i>Mrs. Anjana Goswami</i> 28.8.2019
7. Mr. Jatin Mech	Teacher Representative	<i>Mr. Jatin Mech</i> 28/8/2019
8. Dr. Munirul Hussain	Teacher Representative	<i>Dr. Munirul Hussain</i> 28/8/2019
9. Mrs. Dipanjali Mudoj	Teacher Representative	<i>Mrs. Dipanjali Mudoj</i> 28.8.2019
10. Dr. Rousonara Begum	Teacher Representative	<i>Dr. Rousonara Begum</i> 28.08.2019
15. Mr. Bolindra Chutia	Student Representative	<i>Mr. Bolindra Chutia</i> 28.08.2019
11. Syed Sawal Sakir Hussain	Representative, Alumni Association	<i>Syed Sawal Sakir Hussain</i> 28.08.2019
12. Mr. Jibon Jyoti Phukan	Representative, Local Society	<i>Mr. Jibon Jyoti Phukan</i> 28.08.2019

The meeting is chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC.

### Agenda Items

#### Item No. 1:

Preparation of AQAR for the year 2018-19

#### Item No. 2:

Formation of Institutional Research Committee

#### Item No. 3:

Reconstitution of Code of Conduct Monitoring Committee





# INTERNAL QUALITY ASSURANCE CELL

**FURKATING COLLEGE**

**P.O. FURKATING – 785610**

**DIST – GOLAGHAT (ASSAM)**

**ACCREDITED BY NAAC WITH B++ (3<sup>rd</sup> CYCLE)**

**Mobile No . 9435154761, 9864414117**

**Ref. No.** .....

**Date.** 28.08.2019 .....

**Item No. 4:**

Selection of new Coordinator, RIE

**Item No. 5:**

Faculty and Student Exchange Programme

**Item No. 6:**

Discussions on feedback received from stakeholders

**Resolutions:**

1. The Coordinators of various Committees are to provide the inputs to the IQAC Coordinator at the earliest in order to prepare the AQAR for the year 2018-2019.
2. The Institutional Research Committee has been formed as follows:
  - a. Principal                      Chairperson
  - b. Coordinator, RIE              Convenor
  - c. Coordinator, IQAC            Member
3. A new Monitoring Committee for Code of Conduct has been formed.
4. In view of Dr. Lachit Baruah taking VRS, Dr. Amulya Kumar Borah will be the Coordinator, RIE from now onwards.
5. The Coordinator TLE is to take initiative for faculty and student exchange programmes.

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Coordinator  
Internal Quality Assurance Cell  
Furkating College



# INTERNAL QUALITY ASSURANCE CELL

FURKATING COLLEGE

P.O. FURKATING – 785610

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Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 22.10.2019

## Meeting No. 22

Date: 22.10.2019

### Members Present

1. Dr. Apurba Saikia	Principal-cum-Chairperson	<i>Dr. Apurba Saikia</i> 22.10.2019
2. Dr. Debashis Baruah	Coordinator	<i>Dr. Debashis Baruah</i> 22/10/19
3. Mrs. Indira Gogoi	Teacher Representative	<i>Mrs. Indira Gogoi</i>
4. Dr. Ajanta Rajkhowa	Teacher Representative	<i>Dr. Ajanta Rajkhowa</i>
5. Dr. Amulya Kr. Borah	Teacher Representative	<i>Dr. Amulya Kr. Borah</i> 22/10/2019
6. Mrs. Anjana Goswami	Teacher Representative	<i>Mrs. Anjana Goswami</i> 22.10.2019
7. Mr. Jatin Mech	Teacher Representative	<i>Mr. Jatin Mech</i> 22/10/2019
8. Dr. Munirul Hussain	Teacher Representative	<i>Dr. Munirul Hussain</i>
9. Mrs. Dipanjali Mudoi	Teacher Representative	<i>Mrs. Dipanjali Mudoi</i> 22.10.2019
10. Dr. Rousonara Begum	Teacher Representative	<i>Dr. Rousonara Begum</i>
11. Mr. Dibya Neog	Representative, College Management	<i>Mr. Dibya Neog</i>
12. Mrs. Gayatree Baruah	Representative, College Administration	<i>Mrs. Gayatree Baruah</i> 22.10.2019
13. Mr. Bolindra Chutia	Student Representative	<i>Mr. Bolindra Chutia</i>
14. Mr. Jibon Jyoti Phukan	Representative, Local Society	<i>Mr. Jibon Jyoti Phukan</i>

The meeting is chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC.

### Agenda Items

#### Item No. 1:

Submission of AQAR for the year 2018-19

#### Item No. 2:

Progress of activities of different Sub-Committees

#### Item No. 3:

Updating the Reports of GRC



# INTERNAL QUALITY ASSURANCE CELL

FURKATING COLLEGE

P.O. FURKATING – 785610

DIST – GOLAGHAT (ASSAM)

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Mobile No . 9435154761, 9864414117

Ref. No. ....

Date, 22.10.2019

## Item No. 4:

Students' performance in co & extra-curricular activities

### **Resolutions:**

1. The AQAR for the year 2018-2019 is accepted and to be sent to the GB for its approval.
2. The Coordinator, RIE is to act for signing more MoUs and collaborations with other Institutions/Agencies.
3. The Convenor GRC is to update the proceedings of the Cell and the Vice-Principal has been advised to cooperate the Convenor in doing this.
4. The IQAC records its great sense of satisfaction for the students winning accolades in various national level sports events.

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*Bany*  
Coordinator  
Internal Quality Assurance Cell  
Furkating College





# INTERNAL QUALITY ASSURANCE CELL

FURKATING COLLEGE

P.O. FURKATING – 785610

DIST – GOLAGHAT (ASSAM)

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Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 21.11.2019

Meeting No. 23

Date: 21.11.2019

Members Present

1. Dr. Apurba Saikia	Principal-cum-Chairperson	<i>Saikia</i> 21.11.2019
2. Dr. Debashis Baruah	Coordinator	<i>Baruah</i> 21/11/19
3. Mrs. Indira Gogoi	Teacher Representative	<i>Gogoi</i>
4. Dr. Ajanta Rajkhowa	Teacher Representative	<i>Rajkhowa</i>
5. Dr. Amulya Kr. Borah	Teacher Representative	<i>Amulya</i> 21/11/2019
6. Mrs. Anjana Goswami	Teacher Representative	<i>Anjana</i> 21.11.2019.
7. Mr. Jatin Mech	Teacher Representative	<i>Jatin</i> 21/11/2019.
8. Dr. Munirul Hussain	Teacher Representative	<i>Munirul</i>
9. Mrs. Dipanjali Mudoi	Teacher Representative	<i>Mudoi</i> 21.11.2019
10. Dr. Rousonara Begum	Teacher Representative	<i>Begum</i>
16. Mr. Dibya Neog	Representative, College Management	<i>Neog</i>
11. Mr. Bhadreswar Nath	Representative, College Administration	<i>Nath</i>
12. Syed Sawal Sakir Hussain	Representative, Alumni Association	<i>Sawal Sakir Hussain</i>

The meeting is chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC. The Coordinator, IQAC informs the members that the AQAR for the year 2018-19 has been submitted to NAAC on 15. 11. 2019.

## Agenda Items

### Item No. 1:

Progress of the activities of different criteria

### Item No. 2:

Entrusting additional responsibilities to teachers



# INTERNAL QUALITY ASSURANCE CELL

FURKATING COLLEGE

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DIST – GOLAGHAT (ASSAM)

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Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 20.11.2019

## Discussion:

At the outset, the IQAC Coordinator along with the Coordinator, GLM and the Vice-Principal share their experiences during their meeting with Prof. Madhukar, former Adviser, NAAC in JDSG College, Bokakhat. The Principal express his views on the overall performance of the IQAC during till now emphasizes on entrusting some additional responsibilities to teachers in order to accelerate the functioning of the IQAC.

## Resolutions:

1. The IQAC expresses its gratitude to ICSSR for sponsoring the national seminar held on 08.11.2019.
2. The meeting decides to entrust additional responsibilities to teachers which are as follow:

Sl. No.	Name of the Teacher	Additional responsibilities
1	Mr. Simanta Poddar	Teachers' Feedback, National festivals, Birth & Death anniversary of great Indian personalities
2	Dr. Amulya Kr. Borah	Works based on UGC website
3	Mrs. Chayanika Saikia	Linkage for training, internship & placement
4	Dr. Ajanta Rajkhowa	To prepare research projects
5	Dr. Swarna Prova Nath	Extension activities, research projects, MoU
6	Mr. Tarun Saikia	Waste management, beautification
7	Mr. Apurba Ranjan Dutta	Media Centre, Activities to address locational advantages & disadvantages
8	Dr. Munirul Hussain	Linkage for faculty exchange programme, MoU, UGC Unnat Bharat Abhiyaan
9	Mr. Jatin Mech	Linkage for student exchange programme

3. The Coordinators are to fill up their criteria in the SSR and also to get the supporting documents ready by getting them scanned.

\*\*\*\*\*

*[Signature]*  
Coordinator  
Internal Quality Assurance Cell  
Furkat  
11-19



# INTERNAL QUALITY ASSURANCE CELL

FURKATING COLLEGE

P.O. FURKATING – 785610

DIST – GOLAGHAT (ASSAM)

ACCREDITED BY NAAC WITH B++ (3<sup>rd</sup> CYCLE)

Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 17.01.2020

## Minutes of IQAC Meetings, 2020 - 21

### Meeting No. 24

Date: 17.01.2020

#### Members Present

1. Dr. Apurba Saikia	Principal-cum-Chairperson	<i>Signature</i> 17.01.2020
2. Dr. Debashis Baruah	Coordinator	<i>Signature</i> 17.01.20
3. Mrs. Indira Gogoi	Teacher Representative	<i>Signature</i>
4. Dr. Ajanta Rajkhowa	Teacher Representative	<i>Signature</i>
5. Dr. Amulya Kr. Borah	Teacher Representative	<i>Signature</i> 17/1/2020
6. Mrs. Anjana Goswami	Teacher Representative	<i>Signature</i> Anjana Goswami 17.1.2020
7. Mr. Jatin Mech	Teacher Representative	<i>Signature</i>
8. Dr. Munirul Hussain	Teacher Representative	<i>Signature</i>
9. Mrs. Dipanjali Mudoi	Teacher Representative	<i>Signature</i> 17.01.2020
10. Dr. Rousonara Begum	Teacher Representative	<i>Signature</i> 17.01.2020
11. Mr. Dibya Neog	Representative, College Management	<i>Signature</i>
12. Mrs. Gayatree Baruah	Representative, College Administration	<i>Signature</i> 17.01.2020
13. Mr. Nirmal Turi	Representative, College Administration	<i>Signature</i> 17.01.2020
14. Mr. Jibon Jyoti Phukan	Representative, Local Society	<i>Signature</i>

The meeting is chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC.

### Agenda Items

#### Item No. 1:

Progress of activities of different Sub-Committees

#### Item No. 2:

Preparation of a calendar of activities for this year

#### Item No. 3:

Installation of ERP software

*Signature*  
Coordinator  
Internal Quality Assurance Cell  
Furkating College





# INTERNAL QUALITY ASSURANCE CELL

FURKATING COLLEGE

P.O. FURKATING – 785610

DIST – GOLAGHAT (ASSAM)

ACCREDITED BY NAAC WITH B++ (3<sup>rd</sup> CYCLE)

Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 17.01.2020

**Item No. 4:**

Collection of feedback from stakeholders

**Item No. 5:**

Discussion on last year's Performance Appraisal of teachers and self-assessment of the non-teaching staff

**Item No. 6:**

Collection of Performance Appraisal of teachers and self-assessment reports from the non-teaching staff for this year

**Item No. 7:**

ISO certification

**Item No. 8:**

Assigning responsibilities to run self-financing courses

**Item No. 9:**

Keeping the campus environment-friendly

**Item No. 10:**

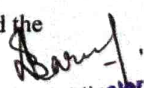
Procurement of devices to benefit the girl students

**Discussion:**

The IQAC Coordinator wishes everyone a happy and prosperous New Year and welcomes Ms. Lotika Saikia, who has recently joined as Asst. Prof. in the dept. of Assamese. The Principal makes a visual presentation on the reports submitted to him by the coordinators of different criteria and there have been detail discussions on them. Last year's Performance Appraisal of teachers and non-teaching staff have also been discussed.

**Resolutions:**

1. The Convener, Sexual Harassment Prevention Cell is to organize awareness programmes
2. The Coordinator, GLM is to expedite the process of installing the ERP software.
3. The Coordinator, IVBP is to exhibit the Code of Conduct chart in the campus and to upload the handbook in the college website.
4. The IQAC congratulates Ms. Indira Gogoi, Associate Professor in English for being awarded the best Secretary Award by Rotary International District 3240.
5. To take required measures on last year's Performance Appraisal of teachers and self-assessment of the non-teaching staff
6. The college is to apply for ISO certification
7. The self-financing certificate courses on Nursery Management and Mushroom Cultivation are to be run by the department of Economics.
8. New devices are to be installed for keeping the college campus environment-friendly
9. One Vending Machine and one Incinerator are to be procured for the girls' hostel and the girls' common room

  
Coordinator  
Internal Quality Assurance Cell  
Furkating College



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ACCREDITED BY NAAC WITH B++ (3<sup>rd</sup> CYCLE)

Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 13.03.2020

Meeting No. 25

Date: 13.03.2020

Members Present

1. Dr. Apurba Saikia

Principal-cum-Chairperson

2. Dr. Debashis Baruah

Coordinator

3. Mrs. Indira Gogoi

Teacher Representative

4. Dr. Ajanta Rajkhowa

Teacher Representative

5. Dr. Amulya Kr. Borah

Teacher Representative

6. Mrs. Anjana Goswami

Teacher Representative

7. Mr. Jatin Mech

Teacher Representative

8. Dr. Munirul Hussain

Teacher Representative

9. Mrs. Dipanjali Mudoi

Teacher Representative

10. Dr. Rousonara Begum

Teacher Representative

11. Mr. Dibya Neog

Representative, College Management

12. Mrs. Gayatree Baruah

Representative, College Administration

13. Mr. Nityananda Hazarika

Representative, Alumni Association

14. Mr. Jibon Jyoti Phukan

Representative, Local Society

The meeting is chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC.

## Agenda Items

### Item No. 1:

Preparation of the SSR

### Item No. 2:

Revision of policy documents of different bodies

### Item No. 3:

Installation of ERP software

### Item No. 4:

Submission of institutional data to AISHE



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Ref. No. ....

Date. 13.03.2020

## Item No. 5:

Introduction of new certificate courses

### **Discussion:**

At the beginning, the Principal welcomes the newly-appointed teachers to the IQAC. He requests all coordinators to prepare their parts so that a draft of the SSR can be prepared as early as possible. He also requests them to get the supporting documents ready.

The IQAC Coordinator informs the house that IQAC has conducted an Orientation Programme for the newly appointed teachers on 04. 03. 2020 in which the Principal apprised them of the assessment and accreditation system of NAAC and requested them to perform their duties with devotion and dedication to strengthen the IQAC and the college as a whole.

Dr. Swarna Prova Nath, Convener AISHE informs the house that the institutional data have been submitted to AISHE on 24.02.2020.

### **Resolutions:**

1. The coordinators are to prepare their portions in the SSR at the earliest.
2. The policy documents of various bodies are to be revised and necessary changes are to be done if required
3. The convener, Alumni Association is to take initiative in auditing the association's account by a CA.
4. The IQAC thanks the Convener AISHE for submitting the institutional data to AISHE.
5. A new certificate course on Yoga & Meditation is to be introduced from the next session.

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Coordinator  
Internal Quality Assurance Cell  
Furkating College





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**Mobile No . 9435154761, 9864414117**

Ref. No. ....

Date. 10.04.20

## **A Virtual Meeting of the IQAC**

**Date: 10. 04. 2020**

A virtual meeting of the IQAC is held today in Google Meet platform with attendance of almost all the members. While delivering the purpose of the meeting, the Coordinator says that various online activities are to be started so that the continuity of the curriculum is not hampered due during the lockdown period declared due to the advent of the COVID – 19 pandemic.

Most of the teachers say that they have already started virtual classes through various platforms. They also inform that all the departments have already created Whatsapp groups with their students for sharing academic information as well as for engaging the students in different creative works. Everyone opine that such steps would help in easing the trauma of the students during this untoward situation and would also help the teachers to keep in touch with their students at this moment of crisis.

The Principal thanks all the members and the departments for such initiatives and appeals to them to continue this venture.

With these, the meeting comes to an end.

## **Resolutions:**

1. Various online activities are to be started to benefit the students during the lockdown period due to the advent of the COVID – 19 pandemic

\*\*\*\*\*

  
Coordinator  
Internal Quality Assurance Cell  
Furkating College



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Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 28.07.2020

Meeting No. 26

Date: 28.07.2020

Members Present

1. Dr. Apurba Saikia

Principal-cum-Chairperson

2. Dr. Debashis Baruah

Coordinator

3. Mrs. Indira Gogoi

Teacher Representative

4. Dr. Binod Sarmah

Teacher Representative

5. Dr. Amulya Kr. Borah

Teacher Representative

6. Mrs. Anjana Goswami

Teacher Representative

7. Mr. Jatin Mech

Teacher Representative

8. Dr. Munirul Hussain

Teacher Representative

9. Mrs. Dipanjali Mudoi

Teacher Representative

10. Dr. Rousonara Begum

Teacher Representative

11. Mrs. Gayatree Baruah

Representative, College Administration

12. Mr. Nirmal Turi

Representative, College Administration

13. Mr. Bolindra Chutia

Student Representative

The meeting is chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC.

## Agenda Items

### Item No. 1:

Preparation of the AQAR for the year 2019-20

### Item No. 2:

Internal Assessment of students

### Item No. 3:

Research publications

### Item No. 4:

Continuation of online classes





# INTERNAL QUALITY ASSURANCE CELL

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Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 28.07.2020

## Discussion:

The Principal conveys his thanks to all the teachers for taking online classes as well as online tests during the lockdown period due to the global pandemic of COVID-19. He also makes a power point presentation on the performance of two colleges of different parts of the country that have been able to obtain good grade in NAAC's assessment in order to aware the members, especially the newly-appointed teachers.

The IQAC coordinator expresses his sense of gratitude to the Chairperson and all the members of IQAC for their cooperation in organizing the webinar on "Dealing with the New Normal: Life in the Time of the Pandemic" on 18.06.2020 with resource persons from outside the state as well as abroad. He also thanks the Assam College Library Association for their collaboration and logistical support in conducting the event.

The IQAC thanks the teachers for their initiatives in creating Whatsapp groups with students for sharing study materials and conducting classes through various virtual platforms so that the continuity of their studies is not hampered during the lockdown period due to the advent of the COVID-19 pandemic.

## Resolutions:

1. The coordinators/conveners are to submit necessary data/information of their respective criteria/body to the IQAC coordinator for preparing the AQAR for the year 2019-2020.
2. Internal Assessment of the students for this semester is to be done online due to the lockdown and the report of the same is to be submitted to the coordinator, TLE within 10 days from today.
3. The faculties are to take initiatives for publication of research papers in UGC CARE listed journals, edited books with ISBN, book chapters etc.
4. The Librarian is to keep monthly attendance of teachers visiting the N-LIST site.
5. The IQAC expresses its profound sense of gratitude to the Assam College Library Association for their collaboration and logistical support in conducting the webinar on 18.06.2020.
6. The online classes, which have been in practice since the declaration of the lockdown in March, are to be continued through various platforms like Whatsapp, Google Meet, Google Classroom, Zoom App etc.

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*Darryl*  
Coordinator  
Internal Quality Assurance Cell  
Furkating College





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Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 27.08.2020

Meeting No. 27

Date: 27.08.2020

Members Present

1. Dr. Apurba Saikia	Principal-cum-Chairperson	<i>[Signature]</i> 27-08-2020
2. Dr. Debashis Baruah	Coordinator	<i>[Signature]</i> 27/08/20
3. Mrs. Indira Gogoi	Teacher Representative	<i>[Signature]</i>
4. Dr. Binod Sarmah	Teacher Representative	<i>[Signature]</i> 27.08.20
5. Dr. Amulya Kr. Borah	Teacher Representative	<i>[Signature]</i> 27/8/2020
6. Mrs. Anjana Goswami	Teacher Representative	<i>[Signature]</i> Agoswami 27.8.20
7. Mr. Jatin Mech	Teacher Representative	<i>[Signature]</i>
8. Dr. Munirul Hussain	Teacher Representative	<i>[Signature]</i>
9. Mrs. Dipanjali Mudoi	Teacher Representative	<i>[Signature]</i> 27.08.2020
10. Dr. Rousonara Begum	Teacher Representative	<i>[Signature]</i>
11. Mrs. Gayatree Baruah	Representative, College Administration	<i>[Signature]</i> 27.08.2020
12. Mr. Nityananda Hazarika	Representative, Alumni Association	<i>[Signature]</i> Nityananda Hazarika

The meeting is chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC. The IQAC coordinator places before the meeting the AQAR for the year 2019-20

## Agenda Items

### Item No. 1:

Submission of the AQAR for the year 2019-20

### Item No. 2:

Submission of the SSR

### Item No. 3:

Final preparation of Academic and Administrative Audit

### Item No. 4:

Discussion on feedback from stakeholders

### Item No. 5:

Organizing All Assam Debate Competition



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Ref. No. ....

Date. 27.08.2020

**Item No. 6:**

Organizing a Kick-Boxing tournament

**Resolutions:**

1. The meeting accepts the AQAR for the year 2019-2020 and resolves to place the same before the GB for its approval.
2. The IIQA is to be submitted in time.
3. The SSR is to be submitted in time.
4. The departments are to finalize departmental reports for Academic and Administrative Audit
5. Recommendation in the feedback of stakeholders are to be implemented as far as possible
6. The 5<sup>th</sup> Biennial Narayan Ch. Dutta All Assam Inter-College Prize Money Debate Competition is to be organized at a convenient time keeping in view the present situation due to COVID – 19 pandemic.
7. An organizing committee is to be formed for organizing the Dibrugarh University Inter-College Kick-Boxing Tournament in our college.

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Coordinator  
Internal Quality Assurance Cell  
Furkating College



# INTERNAL QUALITY ASSURANCE CELL

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Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 18.01.2021

Meeting No. 28

Date: 18.01.2021

Members Present

1. Dr. Apurba Saikia	Principal-cum-Chairperson	<i>Signature</i> 18.01.2021
2. Dr. Debashis Baruah	Coordinator	<i>Signature</i> 18/01/21
3. Mrs. Indira Gogoi	Teacher Representative	<i>Signature</i>
4. Dr. Binod Sarmah	Teacher Representative	<i>Signature</i> 18.01.21
5. Dr. Amulya Kr. Borah	Teacher Representative	<i>Signature</i> 18/1/2021
6. Mrs. Anjana Goswami	Teacher Representative	<i>Signature</i> Agoswami 18.1.2021
7. Mr. Jatin Mech	Teacher Representative	<i>Signature</i>
8. Dr. Munirul Hussain	Teacher Representative	<i>Signature</i>
9. Mrs. Dipanjali Mudoi	Teacher Representative	<i>Signature</i> 18.01.2021
10. Dr. Rousonara Begum	Teacher Representative	<i>Signature</i> 18.01.2021
11. Mrs. Gayatree Baruah	Representative, College Administration	<i>Signature</i> 18.01.2021
12. Mr. Dibya Neog	Representative, College Management	<i>Signature</i>
13. Mr. Madhurjya Borah	Student Representative	<i>Signature</i> Madhurjya Borah
14. Mr. Nityananda Hazarika	Representative, Alumni Association	<i>Signature</i> Nityananda Hazarika

The meeting is chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC

## Agenda Items

### Item No. 1:

Submission of the SSR

### Item No. 2:

Invitation to the members of the Peer Team for Academic and Administrative Audit

### Item No. 3:

Discussion on last year's teachers' appraisal and self-assessment of non-teaching staff





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Ref. No. ....

Date. 18.01.2021

## **Resolutions:**

1. The draft of the SSR is to be completed very soon
2. Prof. D. C. Baruah, Dept. of Energy & Director, IQAC, Tezpur University and Dr. Bimal Ch. Bora, Principal, J. B. College (Autonomous), Jorhat are to be contacted for conducting the AAA
3. Required measures are to be taken on last year's teachers' appraisal and self-assessment of non-teaching staff

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Coordinator  
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Ref. No. ....

Date. 22.03.2021

Meeting No. 29

Date: 22.03.2021

Members Present

1. Dr. Apurba Saikia
2. Dr. Debashis Baruah
3. Mrs. Indira Gogoi
4. Dr. Binod Sarmah
5. Dr. Amulya Kr. Borah
6. Mrs. Anjana Goswami
7. Mr. Jatin Mech
8. Dr. Munirul Hussain
9. Mrs. Dipanjali Mudoi
10. Dr. Rousonara Begum
11. Mrs. Gayatree Baruah
12. Mr. Nirmal Turi
13. Mr. Madhurjya Borah
14. Mr. Jibon Jyoti Phukan

Principal-cum-Chairperson

Coordinator

Teacher Representative

Teacher Representative

Teacher Representative

Teacher Representative

Teacher Representative

Teacher Representative

Teacher Representative

Teacher Representative

Representative, College Administration

Representative, College Administration

Representative, Students' Union Body

Representative, Local Society

The meeting is chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC

## Agenda Items

### Item No. 1:

Preparation of the SSR

### Item No. 2:

Preparation regarding the forthcoming Faculty & Student Exchange Programme



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Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 22.03.2021

## Resolutions:

1. The coordinators of various criteria are to make final preparation of their parts in the SSR and to submit the same to the Coordinator, IQAC latest by April, 2021.
2. The date for the Faculty & Student Exchange Programme is fixed on 01.04.2021.
3. Teachers and students from Kamarbandha College, Golaghat Commerce College and H.P.B. Girls' College are to be invited to that event
4. Dr. Bipul Ch. Bhuyan, Principal, H.P.B. Girls' College is to be invited as the resource person to talk on "NEP, 2020 and its Impact on the Collegiate Education of Assam" in the academic session to be held on that day.

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Coordinator  
Internal Quality Assurance Cell  
Furkating College





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Mobile No . 9435154761, 9864414117

Ref. No. ....

Date. 05.05.2021

## A Virtual Meeting of the IQAC

Date: 05. 05. 2021

A virtual meeting of the IQAC is held today in Google Meet platform with attendance of almost all the members. The Coordinator says that the meeting is convened to discuss the feedback received from various stakeholders as well as from the students of different departments for the current academic session.

The coordinator, Curricular Aspects lets the members know that the stakeholders' feedback has been analyzed. She also informs that all the departments have already submitted the Action Taken Reports on the feedback analysis.

The meeting unanimously accepts these Action Taken Reports and resolves to send the same to the affiliating university at the earliest.

Thus this virtual meeting comes to an end with a speech from the Principal.

### Resolutions:

1. The Action Taken reports on feedback analysis have been accepted by the IQAC.
2. These are to be sent to the affiliating university at the earliest.

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Coordinator  
Internal Quality Assurance Cell  
Furkating College



# INTERNAL QUALITY ASSURANCE CELL

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Ref. No. ....

Date. ....

### Action Taken Report

2016-17:

- The recommendations of the NAAC Peer Team after the college's 3<sup>rd</sup> cycle of assessment and their follow up actions:

Recommendations	Action taken/ Results Seen
To approach Dibrugarh University to start PG Programme in a few subjects	PG Programme started in Distance Mode and proposal for introducing the same in regular mode has been already submitted to the affiliating university in 2018 and university's response awaited
To start Science & Commerce Stream	Science Stream opened in HS level and already applied for State Govt.'s NOC for opening the same in UG level
To empower more the girl students	A number of initiatives have already been taken in this direction
To increase the salary of the contractual employees	Increment in salary has been done from time to time as far as possible
To digitalize the library facility	Already done in many aspects of the library
To provide ramp facility	Already provided
To build hostel for boys	Already constructed one and another is under construction
To collaborate with other agencies/institutions	Linkage & collaborations established with a number of institutions/agencies

- The new IQAC of the college is reconstructed and it shall be as follows:

- |                        |                           |
|------------------------|---------------------------|
| 1. Dr. Apurba Saikia   | Principal-cum-Chairperson |
| 2. Dr. Debashis Baruah | Coordinator               |
| 3. Mrs. Indira Gogoi   | Teacher Representative    |
| 4. Dr. Ajanta Rajkhowa | Teacher Representative    |
| 5. Dr. Lachit Baruah   | Teacher Representative    |

*Baruah*  
Coordinator  
Internal Quality Assurance Cell  
Furkating College





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Ref. No

6. Mr. Bhupen Kr. Neog

Teacher Representative

Date. ....

7. Mr. Jatin Mech

Teacher Representative

8. Dr. Munirul Hussain

Teacher Representative

9. Mrs. Chayanika Saikia

Teacher Representative

10. Mrs. Gayatree Baruah

Representative from College Administration

11. Mr. Bhadreswar Nath

Representative, College Administration

12. Mr. Mohen Borah

Representative from the College Management

13. Mr. Madhurya Protim Das

Student Representative

14. Mr. Pranab Mahanta

Alumni Representative

15. Mr. Jibon Jyoti Phukan

Representative from the Local Society

- **Allotment of duties and responsibilities to the teachers and the non-teaching staff:**

Duties and responsibilities allotted as per NAAC manual.

### Submission of action plan

- All the Coordinators/ Conveners of different sub-committees have submitted action plans for the forthcoming year.
- The Convener, Departmental Advisory Committee has prepared a calendar of various activities to be performed by different depts. during the ensuing academic session.
- The IQAC has organized various awareness programmes for the students on different themes such as Gender sensitization & equal opportunity, Road safety & traffic rules, juvenile delinquency, population awareness, tuberculosis awareness, AIDS awareness etc.
- Alumni Day celebrated on 31.12.2016.
- The ICGC organized programmes on students' career opportunities like Soft skill & Personality development camp, Deen Dayal Upadhyaya Kaushalya Vikas Yojana, Career Prospect in the field of Archeology etc.

- **Submission of AQAR**

The AQAR for the year 2015-16 has been submitted to the NAAC on 15.12.2016.

- **Students' representation in various bodies/committees:**

Students' representation in various committees such as academic committee, disciplinary committee, anti-ragging committee etc. has been ascertained.

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*[Signature]*  
Coordinator  
Internal Quality Assurance Cell  
Furkating College





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Ref. No. ....

Date. ....

### Action Taken Report

2017 – 18:

#### Finalization of action plans:

- Every department uses ICT in classroom teaching.
- A workshop for the teachers on the CBCS system of education has been organized.
- An AIDS awareness programme has been organized.
- The Population Club observed the World Population Day on 11.07.2017.
- The Women Cell observed the International Women's Day on 08.03.2017.
- Data submitted to the AISHE.
- The Nature Club observed the World Environment Day on 05.06.2017.
- A car-parking shade has been constructed and the bicycle stand renovated.
- CCTV cameras have been installed in the exam halls.
- A number of students participated and won accolades in various sports, games and other events in university as well as national level
- Various awards for students such as award for the best student, award for best attendance, award for the cleanest classroom etc. have been introduced
- A training programme on computer software for the non-teaching staff was organized.

#### Annual Self-Appraisal Report of teachers and Self-Assessment of non-teaching Staff:

- 5 teachers participated in training programmes conducted by university and other institutions
- 3 teachers start pursuing Ph.D.
- A training programme on the use of some computer software was organized for the non-teaching staff

#### Introducing B.Ed. programme:

- NOC already obtained from the State Govt. and the affiliating university and online application has already been submitted to NCTE for permission to introduce 4-year integrated B.Ed. programme.

#### Organizing seminars/workshops/talks especially for the students:

- A number of seminars/talks organized on different themes such as Drama & Dramatology, Growth, Development & Preservation of Mother-tongue, Importance of Value education etc.

*[Signature]*  
Coordinator  
Internal Quality Assurance Cell  
Furkating College



# INTERNAL QUALITY ASSURANCE CELL

## FURKATING COLLEGE

P.O. FURKATING – 785610

DIST – GOLAGHAT (ASSAM)

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Ref. No. ....

Date. ....

- During the Orientation Programme for the new comers special classless on the CBCS system, gender sensitization, equal opportunity, sexual harassment and the grievance redressal mechanism of the college have been discussed

### Undertaking extension activities:

- The department of English conducted a Demonstration Class in a nearby school, an In-Service Teachers' Training Programme in collaboration with ELTI, Guwahati and Rotary Club of Golaghat and a book fair in a nearby school.
- A number of chairs and a table were donated to the nearby school for the differently able children

### Approval of the plans and programmes of various committees:

- Certificate Course on Computer Application introduced in collaboration with M. Tech. Computer Education, Golaghat
- Water supply to the departments as well to the newly-constructed building have been arranged
- An inter-department Wall Magazine competition was organized on the College Foundation Day
- Students' research projects have been done
- An essay and quiz competitions among the students was organized
- A blood donation and blood grouping camp was organized during the Orientation Programme
- The World AIDS Day on 01.12.2017 was observed
- An awareness programme on population control conducted in a nearby village
- The library magazine has been published
- The Best Library User Award was presented on the Freshers' Day

### Recent changes in the NAAC assessment system:

- The Coordinator, IQAC makes a power point presentation on "The Recent Changes in the Assessment and Accreditation Process of NAAC".

### Augmentation of infrastructure:

- A number of goods/materials, books etc. procured for augmentation of infrastructure

### Analysis of the feedback received from various stakeholders:

- A group of students has undergone training programmes in Indian Skills Academy, Guwahati for job opportunities in the aviation industry

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Coordinator  
Internal Quality Assurance Cell  
Furkating College





# INTERNAL QUALITY ASSURANCE CELL

**FURKATING COLLEGE**

**P.O. FURKATING – 785610**

**DIST – GOLAGHAT (ASSAM)**

**ACCREDITED BY NAAC WITH B++ (3<sup>rd</sup> CYCLE)**

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- A number of activities done for infrastructural augmentation
- Self-financing Certificate/Diploma courses on
  - Computer Basics
  - UGC-sponsored course on Performing Arts (Acting)
  - NMEICT & MHRD sponsored Spoken Tutorial course in collaboration with IIT, Mumbai
  - Functional English
  - Cutting, Tailoring & Embroidery

#### **Appointment of NSS Programme Officer:**

- Mrs. Swarna Prova Nath, Associate Professor, Dept. of Education has been appointed as the Programme Officer of NSS, Furkating College while Mr. Prachurjya Pathak, Asst. Professor (Contractual), Dept. of Chemistry (HS level) would assist her as the Asst. Programme Officer of NSS.

#### **Preparation of the AQAR for 2016-17:**

- The AQAR for the session 2016-17 has been submitted to NAAC on 20.11.2017.

#### **Submission of NIRF data:**

- NIRF data submitted

#### **Introducing PG in Open & Distance Mode:**

- Permission from the affiliating university has been received to introduce PG programme in Open & Distance mode.

#### **Introducing Certificate Course in Performing Arts (Acting):**

- Introduced.

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## Action Taken Report

**2018 – 19:**

### Appointment of a new Convener of ICGC:

- Mrs. Chayanika Saikia has been appointed Convener, ICGC along with her previous responsibilities as Dr. Lukumoni Goswami is retiring on 30<sup>th</sup> January, 2018.

### Installing ICT facilities in more classrooms:

- Installed.

### Conducting Surveys/Student Projects:

- A number of surveys/projects by different departments involving their students have been done.

### Conducting capability and skill enhancement programmes for students:

- A number of Capability and Skill Enhancement Programmes for students in collaboration with other agencies have been organized.

### Conducting In-Service Teachers' Training Programme:

- The dept. of English in collaboration with ELTI, Guwahati and Rotary Club of Golaghat conducted an In-Service Teachers' Training Programme for the high school teachers of the nearby area on 3<sup>rd</sup> & 4<sup>th</sup> October, 2018.

### Self-financing certificate course:

- Self-financing Certificate/Diploma courses on
  - Computer Basics & Networking
  - Performing Arts (Modern Creative Dance)
  - Cutting, Tailoring & Embroidery
  - Functional English

### Performance Appraisal of teachers and non-teaching staff:

- 6 research papers published in peer-reviewed journals
- 2 conference proceedings published
- 1 book published

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## **Conducting an FDP:**

- An FDP on “Behavioral Remodeling and use of ICT tools for Classroom delivery of Teachers” was organized in collaboration with IIT, Guwahati from 22.10.2018 to 31.10.2018

## **Educational trip for the students:**

- An Educational Trip for the students to Kaziranga University, Jorhat was organized

## **Procurement of books and journals for the college library:**

- 332 number of New Books and 242 number of Reference Books have been procured for the college Library
- 6000 new e-journals have been subscribed in the college library

## **Procurement of sports goods for the students:**

- A number of sports goods have been procured

## **Combination of subjects for the new academic session:**

- New combination of subjects introduced where a student may opt between Political Science and Education.

## **Online admission:**

- Online admission introduced along with the offline mode of admission.

## **Finalization of the college Prospectus:**

- The Prospect has been prepared and accepted by the IQAC.

## **Organizing national seminar:**

- ICSSR-sponsored seminar organized on 12<sup>th</sup> & 13<sup>th</sup> October, 2018.

## **Organizing All Assam Debate Competition**

- The 4<sup>th</sup> Biennial Narayan Ch. Dutta Memorial All Assam Inter- College Prize Money Debating Competition organized on 27<sup>th</sup> September, 2018.

## **Introduction of Value-added and Skill Development Courses:**

- A number of such courses were introduced

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## Action Taken Report

**2019 – 20:**

### Declaration of Sessional examination results:

- Declared in time

### Introduction of B. Voc. Programme:

- A UGC-sponsored B. Voc. Programme on Hospitality Management introduced.

### Performance Appraisal Report:

- 15 research papers published in journals notified in UGC website
- 1 book published by the dept. of Political Science
- 22 numbers of papers presented in national and state level seminars
- A 10 day-long FDP for the teachers of different colleges of Golaghat district was organized in collaboration with Indian Skills Academy, Guwahati and IIT, Guwahati
- A 2 day-long training programme on Accounts and Audit for the non-teaching staff of different colleges of Golaghat district was organized inviting officials from the Treasury Office, Golaghat

### Conducting Orientation Programme for the new comers:

- Conducted

### Conducting Orientation Programme for the new comers:

- A Training Programme on “Accounts and Audit” was organized for the Non-Teaching Staff of the colleges of Golaghat district was organized on 19<sup>th</sup> and 20<sup>th</sup> August, 2019

### Conducting In-Service Teachers’ Training Programme:

- The dept. of English in collaboration with ELTI, Guwahati and Rotary Club of Golaghat conducted an In-Service Teachers’ Training Programme for the high school teachers of the nearby area on 4<sup>th</sup> & 5<sup>th</sup> April, 2019.

### Code of Conduct for teachers and students:

- The Code of Conduct handbook has been accepted by the IQAC and uploaded in the college website.

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## **Signing of MoUs:**

- MoUs signed with Athgaon Chariali Library and Sports Association, Golaghat Commerce College and Ellora Vigyan Mancha, Assam (Golaghat branch)

## **Organizing placement programme:**

- The Information & Career Guidance Cell organized a placement programme on 28.06.2019.

## **Organizing national seminar:**

- NAAC –sponsored national seminar was organized on 7<sup>th</sup> & 8<sup>th</sup> June, 2019.
- ICSSR-sponsored national seminar was organized on 8<sup>th</sup> & 9<sup>th</sup> November, 2019.

## **Extension of boys' and girls' hostel:**

- The extension work of the boys' and the girls' hostels is in progress

## **Formation of Institutional Research Committee:**

- Formed

## **Reconstitution of Code of Conduct Monitoring Committee:**

- Reconstructed

## **Analysis of feedback from stakeholders:**

- B. Voc. Programme on Hospitality Management has been introduced in 2019
- Self-financing Certificate/Diploma courses on
  - Computer Fundamentals & e-mail Handling
  - Performing Arts (Acting)
  - Cutting, Tailoring & Embroidery
  - DCA
  - PGDCA
- More Text & Reference books as well as e-journals have been bought/subscribed by the library
- The AQAR for the year 2018-19 have been submitted to NAAC on 15.11.19

## **Entrusting additional responsibilities to teachers:**

- Entrusted

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*Bany*  
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## Action Taken Report

2020 – 21:

### Conducting Online Programmes:

- Online classes were taken through various virtual platforms like Whatsapp, Google Meet, Google Classroom, Zoom App etc.
- Online tests were taken through these virtual platforms
- Internal Assessment of students conducted online
- Following online Webinars organized

➤ **Date: 23.05.2020**

**Topic: Awareness programme on use of online E-resources.**

**Resource Persons:** Dr. Sanjay kr. Singh, Professor, Department of Library and Information Science, Gauhati University and Dr.Birender Pal, Librarian, Kaliabor College

**No. of participants:** Around 95

**Organized by:** Central Library, Furkating College In collaboration with Assam College Librarian's Association.

➤ **Date:18.06.2020**

**Topic:** Dealing with the New Normal: Life in the Time of the Pandemic.

*Sanjay*  
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**Resource Persons:** Darshana Liyanage, Senior Lecturer, Department of Sinhala, University of Ruhuna, Sri Lanka) and Padmeshri Patricia Mukhim, Activist, Writer and Editor, *The Shillong Times*, Shillong, Meghalaya

**No. of participants:** Around 300

**Organized by:** IQAC, Furkating College In collaboration with Assam College Librarian's Association.

➤ **Date:** 05.07.2020

**Topic:** Managing Interpersonal Relationships during Covid-19 Pandemic.

**Resource Persons:** Dr. Navin Kumar, Associate Professor, Dept. of Psychology, Bhimrao Ambedkar College, University of Delhi and Dr. Rita Rani Talukdar, Associate Professor and former Head, dept. of Psychology, Gauhati University, Guwahati)

**No. of participants:** Around 100

**Organized by:** Dept. of Education and Study Circle, Furkating College.

- **Inaugural Programme of Youth Red Cross Unit and Orientation of Volunteers**

➤ **Date:** 16.10.2020

**Resource Person:** Mr. Raj Sarma, Programme Manager, Indian Red Cross Society, Assam state branch

*Raj Sarma*  
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**No. of participants:** Around 60

**Organized by:** Furkating College Youth Red Cross Unit and Indian Red Cross  
Society Assam state branch

- **Users' Awareness programme on National Digital library, India.**

➤ **Date:**19.06.2020

**Resource Persons:** Dr.Tamal Kumar Guha, Librarian, IIT Guwahati and PI,  
NDLI-NERC and Miss Phulasmita Nath, Project Officer, NDLI-NERC

**No. of participants:** Around 120

**Organized by:** Furkatingcollege In Association with NDLI- North East Regional  
Centre IIT,Guwahati.

- **A lecture on International Yoga Day**

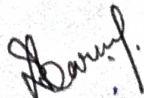
➤ **Date:**21.06.2020

**Topic:** Importance of Yoga in Day to Day Life.

**Resource Person:** Mr. B. K Parag

**No. of participants:** Around 25

**Organized by:** NSS, NCC and Nature Club of Furkating College

  
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- **Observation of Librarians' Day**

- **Date:12.06.2020**

**Topic:** Four Scientific Strategies for Growing Concentration

**Resource Persons:** Mr. Pranabjyoti Chetia, Curator, Jorhat Science Centre and Planetarium

**No. of participants:** Around 60

**Organized by:** Central Library, Furkating College.

- **All Assam Short Story and Poem Writing competition on the occasion of 40<sup>th</sup> Establishment Day of Furkating college**

- **Date: 06. 08 .2020**

**Topic:** Open

**No. of participants:** Around 50

- **Faculty Development Programme**

- **Date:08-13 March,2021**

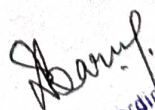
**Topic:** Mentoring Pedagogy and Research Methodology

**Resource Persons:**

Mr. Anjan Chowdhury , Empanelled Member, E&ICT Academy IIT, Guwahati

Mr. Nabajyoti Das, Trainer, *Mantra Associates*, Guwahati

Mr. Sudipta Kumar Nath, Trainer, *Mantra Associates*, Guwahati

  
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Dr.Debdeep Saha, Advisor, *Mantra Associates*, Guwahati

Dr.Manash Pratim Bhuyan, Technical Expert, *Mantra Associates*

Dr.Mayur Barman, Advisor, *Mantra Associates*

**No. of participants:** Around 30

**Organized by:** Electronics and ICT Academy, IIT Guwahati, in association with  
Furkating College and logistical support from *Mantra Associates*, Guwahati

**Obtaining ISO Certification:**

- Obtained on 27. 11. 2020

**Installing ERP software:**

- Installed

**Submission of institutional data to AISHE:**

- Submitted

**Organizing All Assam Debate Competition:**

- The 5<sup>th</sup> Biennial Narayan Ch. Dutta All Assam Inter-College Prize Money Debate Competition was organized on 22<sup>nd</sup> January, 2021.

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## Environment-friendly campus:

- Bio-gas project installed
- Solar lights installed
- Installing rain water harvesting project is under process

## Procurement of devices for the girl students:

- One Vending Machine procured
- One Incinerator procured

## Organizing Dibrugarh University Inter-College Kick-Boxing Tournament:

- Furkating College becomes the first college under Dibrugarh University to host the Dibrugarh University Inter-College Kick-Boxing Tournament, previously which has been hosted by the university itself.

## Conducting Academic and Administrative Audit:

- Academic and Administrative Audit conducted on 8<sup>th</sup> February, 2021.

## Conducting Green and Environment Audit:

- Under process

## Self-financing Certificate/Diploma courses:

- Computer Basics & Networking
- Performing Arts (Acting)
- Cutting, Tailoring & Embroidery

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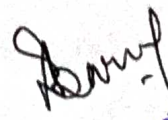
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> PGDCA ..... Date. ....  
> Yoga & Meditation  
> Nursery Management (In collaboration with Assam Agriculture University, Jorhat)  
> Mushroom Cultivation(In collaboration with Assam Agriculture University, Jorhat)

## Performance Appraisal of teachers and self-assessment of the non-teaching staff:

- > The 6<sup>th</sup> Semester students of the dept. of English have undertaken a project of 15 days duration in a nearby school
- > 4 papers published in journals notified in UGC website
- > A good number of books, chapters in edited volumes published
- > A number of papers published in national seminar
- The coordinators have been preparing their portions in the SSR
- AISHE data submitted
- A new certificate course on Yoga & Meditation introduced
- Internal Assessment of the students for this semester done online due to the lockdown
- A number of research articles published in journals, edited books etc.
- The Librarian has been keeping monthly attendance of teachers visiting the N-LIST site.
- The AQAR for the year 2019-20 has been submitted to NAAC on 07.10.2020

## Feedback of stakeholders:

- Free ships, Scholarships and other kinds of financial support have been provided to such students
- 6 new teachers against sanctioned post have already been appointed in 6 deptts.
- There have been 8-10 teachers on contractual basis in all the deptts. every year
- IQAC shall send this suggestion to the authority of the affiliating university

  
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## Faculty and Student Exchange Programme:


Date. ....

- A Faculty & Student Exchange Programme was organized on 01.04.2021 with the participation of teachers and students from Kamarbandha College, Golaghat Commerce College and H.P.B. Girls' College and Dr. Bipul Ch. Bhuyan, Principal, H.P.B. Girls' College delivered a talk on "NEP, 2020 and its Impact on the Collegiate Education of Assam" in the academic session held on that day.

## Action Taken reports on feedback analysis:

- Accepted by IQAC
- Process is on to send the same to the affiliating university

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Coordinator  
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